Travel Reimbursement Checklist
Without an Existing TA

Gather travel information from the traveler:
☐ Confirm the traveler has TEM Profile
☐ Trip Begin Date
☐ Trip End Date

Destination:
☐ In-State
☐ Out of State
☐ Primary Destination
☐ Dates at each destination if multiple destinations made during the trip
☐ Business purpose/justification/description
☐ Meals provided so it can be removed from the Per Diem table

Receipts – if applicable: only required if an expense is $25 or more
☐ Airfare – if self-purchased include justification
☐ Registration
☐ Accommodation/Hotel
  • Deduct personal expense – food, drink and tips.
  • Subtotal various expenses – parking, telephone and internet.
☐ Shuttle
☐ Taxi
☐ Car Rental
  • Deduct insurance if the traveler is an employee.
☐ Any additional receipts related to the trip – registration, shuttle, mileage, taxi, baggage fees, car rental, etc.
☐ Confirm Account Number(s)
☐ Confirm Sub-account and/or Project if applicable

Enter travel information into Travel Reimbursement:
☐ Enter only Primary Destination and Trip End Date in the Business Purpose in Trip information Section
  • This information will be printed on check stub; and included as subject line on email communications.
☐ Enter Business purpose/justification/description onto the Explanation or Notes and Attachments section
☐ Check the box “Final Reimbursement”
☐ Create Per Diem section
☐ Add additional expenses in Actual Expense section
☐ Click Add on the Accounting Lines
☐ Assign Account number(s)
☐ Select Payment Method – preferably P-Check/ACH
☐ Attach legible receipt(s) in .pdf format in Notes and Attachment section
☐ Add Notes and Attachments if applicable
☐ Ad-hoc Department Higher Authority
☐ Check the box “Traveler Certification” – if the traveler creates TR