

# Travel Reimbursement Check List

## Always verify DHA Approval is on the Travel Authorization

### Trip Information Section

- ▶ Destination list is actual destination traveled.
- ▶ Business Purpose only contains destination and trip end date.

### Ticketed Transportation

#### Internet Ticket:

- ▶ Copy of itinerary from internet provider
- ▶ Savings or convenience documented in Notes box under Expense Type Code.

#### Change fee, Economy Plus, Premium/Upgrade:

- ▶ Business reason for change or fee
- ▶ Business Officer approval for all upgrades
- ▶ OEO approval for all temporary/permanent medical upgrades.

### Registration

- ▶ Receipt is provided regardless of dollar amount
- ▶ Receipt is proof of payment (proof of payment would include: copy of cancelled check, bank or credit card statement, credit card receipt with account number BLACKED OUT).

### Mileage

- ▶ Breakdown of mileage provided if mileage claim exceeds Mapquest calculation
- ▶ Breakdown included for all field mileage
- ▶ Destination provided for each mileage claim

### Gas

- ▶ Receipts are provided for all gas claims.
- ▶ Reimbursement cannot be made if a receipt has been lost.

### Rental Car

- ▶ Actual contract is provided not just the rental car agreement.
- ▶ CDW/LDW covered by State Travel Card
- ▶ Liability covered by the State of Colorado contracted agencies
- ▶ If destination does not have a contracted agency – information is clearly communicated on TR.

### Non Contracted Rental Car Agency Used

- ▶ Justification is provided

### Insurance Purchased

- ▶ Justification is provided

### Per Diem – Meal Claim

- ▶ Per diem rate and destination are same. If claiming high cost - city (or county – provide county name) is listed as high cost area. Any location not listed as high cost area is base rate per diem.
- ▶ First/last day of travel are reimbursed at ¾ of the per diem rate.

### Lodging

- ▶ Original hotel folio provided
  - ▶ Only claiming single occupancy-information provided if more than 1 person is listed on folio.
  - ▶ Only claiming room and taxes (no misc. charges)
- #### Group Lodging
- ▶ Names of additional travelers are provided
  - If those travelers have vouchers of their own those voucher numbers are also provided

### International

- ▶ Exchange rate provided – not just “used Oanda”
- ▶ US Dollar amount is written on each receipt or each receipt is taped to Oanda print out.
- ▶ Explain what each receipt is for; tell us what the traveler told you.

### Notes and Attachments

- ▶ Note Text is used to explain anything unusual.
- ▶ All Attached Files are in PDF format

- ▶ Justification for excess baggage fees are documented in the Note Text

### Miscellaneous

- ▶ DHA APPROVED is ADHOC'd on the Travel Authorization (not on TR)
- ▶ When the Traveler AND the FO are the same person, DHA APPROVED is also ADHOC'd on the Travel Reimbursement
- ▶ Approver is on your Approval List
- ▶ Detailed Purpose and Justification is provided in the Explanation box NOT the Business Purpose box.
- ▶ Official functions expenses are not allowed on TRs
- ▶ Risk Management International approval is attached to the Travel Authorization.
- ▶ All required original receipts are attached in PDF format
- ▶ Receipts are provided regardless of dollar amount for any non-typical travel expense (supplies, etc.)
- ▶ Reimbursement claims must fall within the dates of travel unless prepaid (include explanation on receipt or in Note Text).
- ▶ Non-Reimbursable box checked for all Ghostcard and non-reimbursable claims..