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.