

Alabama A&M University Travel Reimbursement Checklist

General

- _____ A Travel Expense Report is completed, and is ready to be submitted for required approvals prior to submission to the Accounts Payable Office. The form must be accompanied by the approved “Request for Authority to Travel Form” and other required supporting documentation i.e. receipts etc.
- _____ The conference/workshop etc. agenda or other documentation to substantiate the dates and details of the conference/workshop etc. is attached to the Travel Expense Report.

Lodging

- _____ The room is in the name of the traveling employee and an itemized bill detailing all charges is provided. The only exception is student group travel, in which case the room may be in the name of the sponsoring staff member when the students’ names are not listed on the bill.
- _____ Reimbursement for student group travel includes a manifest of student’s names and ID#’s in support of multiple rooms that are listed in the same employee’s name.
- _____ Bill reflects a \$0 Balance Due, with payment type indicated on the hotel bill or a copy of the credit card receipt/statement or bank statement is provided to support the payment.
- _____ Reimbursement requests for reservations made via a 3rd party (Priceline, Orbitz, etc.), include copies of supporting web pages, and credit card receipt/statement or bank statement to support the payment.

Rental Vehicle

- _____ The bill/rental contract and supporting credit card receipt are attached submitted.
- _____ The vehicle renter’s name (traveling employee) on the bill/rental contract and the name on the credit card receipt are the same.
- _____ The payment type indicated on the bill/rental contract/statement are the same as the credit card receipt/statement or bank statement provided as support.

Gas Receipts

- _____ Reimbursement is only claimed for rental or university vehicles.
- _____ Receipts are attached and the dates are within the range of travel dates listed on the approved Travel Request Form

Registration

____ Reimbursement for registration fees paid by the employee are claimed on the Travel Expense Report

____ The Registration Form (reflecting the amount of the fee) and support for the payment (receipt, or credit card statement or copy of check) are attached.

Miscellaneous Reimbursement Requests

____ Dated and detailed receipts are attached for reimbursement requests for tolls, taxi, parking or shuttle.

____ Reimbursement requests for baggage fees paid has documentation attached to support the payment.

*****Personal liability (life insurance) is not reimbursable.

Airline tickets

____ E-tickets, itinerary, boarding passes and support for the payment i.e. copy of credit card statement showing purchase are attached

*****Flight upgrades are not reimbursable.

Meals

____ Reimbursement is **not** requested for meals provided by the conference/workshop, etc.

____ Amounts requested for reimbursement do not exceed the maximum rates for the travel destination as established by State of Alabama Dept of Finance
<http://comptroller.alabama.gov/pages/MIE.aspx>