

Travel Checklist

Name of Taveler:

Dates of Travel:

Purpose of Travel:

Enclosed
by
traveler

Verified
by
auditor

Documentation Guidelines

Expense report signed by traveler		
Expense report submitted with paperwork		
Pre-Travel Authorization (ATT)		
Submitted within the 45 day timeframe		
Receipts (including name, address, date and description of service, and itemized list)		

Airline Travel

Flight booked more than 14 days in advance		
If not, attach written explanation for booking delay		
Lowest Logical Airfare ¹ chosen		
If Lowest Logical Airfare not chosen, attach written explanation		
Connecting flight chosen over non-stop ²		
Coach airfare chosen		
Business class reimbursable for international flight ³		
Nonrefundable fare chosen		
Refunable fare chosen if fare does not exceed \$150		
Baggage check reimbursement ⁴		
Baggage charges reimbursed for excess weight ⁵		
Receipts (passport fees, airfare, taxi, airport van, etc.)		

¹Lowest Logical Airfare – lower cost of flights should be chosen within two hours before or after the preferred flight time when the alternative flight saves \$200 or more round trip

²If connection does not add more than 2 hours to travel time and connection saves \$200 or more, choose connection; not required if connection requires change of airline

³Business class reimbursable for international flight if nonstop greater than 10 hour flight

⁴One piece of checked luggage is reimbursable

⁵Reimbursable if business purpose and approved

Hotel

Destination more than 50 miles from main campus or residence		
Submit copy of the motel/hotel tax-exemption form upon registration (Georgia lodging)		
Conference rate used if on convention or conference site		
Receipts ⁶		

Meals

Overnight travel: 75% allowable per diem calculated for departure and return ⁷		
Single day trip: 75% allowable per diem calculated ⁸		
Meals provided at no cost in conjunction with travel on travel departure or return ⁹		
Receipts (incidental expenses, not claiming per diem, etc.)		

Ground Transportation/ Rental Car

Email for a car, mileage reimbursement		
Non-campus to campus travel: Rental Cost Comparison ¹⁰		
Tier 1 approval		
Commute miles deducted ¹¹ (miles from main campus to home)		
MapQuest submitted showing miles		
Toll/parking fees requested		
Taxi/shuttle fees requested?		

⁶ Hotel receipts with zero balance, including room cost, mandatory parking, and taxes ONLY. Express check out will not provide the proper receipt. Hotel incidentals should be placed on credit card. GHC does not reimburse hotel incidentals.

⁷ 75% of per diem calculated for date of departure and return. For example: if \$28 total reimbursement, $\$28 \times 0.75 = \21 allowable on travel departure and return day

⁸ If continuous travel more than 12 hours or 50 miles from home or **main** campus, follow 75% allowable rule

⁹ If yes, the full meals per diem reimbursement rate is reduced by the full amount of the appropriate meals after the 75% proration. For example: per diem allows \$28 total reimbursement for the day and if lunch was provided at no cost on a travel departure or return, then the total reimbursable amount for the day would be \$14 ($\$28 \times 0.75 - \7 [for lunch] = \$14)

¹⁰ Authorized to use personal vehicle when it is the least expensive option and no temporary vehicle is available, or the supervisor determines in writing that the least expensive option is not efficient. DOAS Fleet Support Services Vehicle Rental Cost Comparison (link on Travel website under "Transportation-Rental Cars") must be used to determine expense and efficiency PRIOR to travel in order to be granted Tier 1 approval

¹¹ No commute mileage deduction for travel on weekends, holidays or outside of normal work schedule

Receipts (toll, parking, taxi, shuttle, rental car, gasoline, mass transit fees)		
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Miscellaneous Expenses and Documents

Business Office expense requested (copy services, postage, faxes, internet fees)		
Conference registration fees requested		
Copy of Conference/ meeting agendas		
Receipts (business office fees, registration fees, etc.)		

Notes:

***PLEASE RETURN ALL ITEMS MARKED WITHING 45 DAYS OF THE FINAL DAY OF TRAVEL. IT IS IS THE RESPONSIBILITY OF THE TRAVELER TO OBTAIN ALL REQUIRED DOCUMENTS.** THE EXPENSE REPORT SHOULD BE COMPLETED IN ITS ENTIRETY WITH ALL SIGNED, ORIGINAL RECEIPTS. SMALL RECEIPTS SHOULD BE COMBINED AND TAPED TO AN 8½ X 11 SHEET OF STANDARD WHITE COMPUTER PAPER, USING PAPER CLIPS TO ATTACH PAGES. DO **NOT** PLACE TAPE OVER DOLLAR AMOUNTS ON RECEIPTS, IT DESTROYS THE PRINT ON RECEIPT PAPER.

I have enclosed all marked items to the Accounting Services auditor, per the instructions listed above.

Signature of Traveler	Date	Phone Number
Signature of Auditor	Date	

