

TRAVEL REIMBURSEMENT CHECKLIST FORM

Please attach all **original** receipts for expenses you are requesting reimbursement. If the original is not available, indicate so with an explanation (i.e. lost, never received).

Name: _____ Employee ID: _____ Vendor No: _____

Home Address (required for non-employees): _____

Destination: _____

Conference-Meeting Title/Location/and Dates:

Documentation requirements: document from event host/sponsor showing meeting dates and location (i.e. front page of program/brochure).

PUBLIC (AIR) TRANSPORTATION:

Did the traveler fly* or drive** ?

Did the University prepay airfare? Yes No

If not, how was it paid: _____

Documentation requirements:

- Flight itinerary
- UCTA quote - If airfare* not purchased through a University-contracted travel agency (UCTA) or claimant chose to drive**, an airfare quote must be obtained from a UCTA prior to travel listing: source, name of person giving quote, date, and quote amount. Can only reimburse the lesser of the two. Use the [Airfare vs. Mileage Comparison Form](#) on AP Website for a complete driving comparison.

TRAVEL TIME :

Date Departed: _____ Time: _____ AM PM

Date Returned: _____ Time: _____ AM PM

Total: _____ Days _____ Hours _____ Minutes

Per Diem Rate of lodging city/county: _____

Documentation requirements: If per diem is being claimed attach GSA printout. If using NACO county reference (when city is not listed on GSA site), print NACO site in addition to the GSA printout.

MILEAGE: Vehicle Tag # _____ (required if claiming mileage)

Mileage to airport _____ from work / home Regular scheduled work day? Yes No

from airport _____ to work / home Regular scheduled work day? Yes No

Mileage to temp work site (meeting, etc) _____ from work / home Regular scheduled work day? Yes No

from temp work site (meeting, etc) _____ from work / home Regular scheduled work day? Yes No

Documentation requirements:

- ODOT (<http://www.okladot.state.ok.us>) printout for Oklahoma mileage.
- Mapquest (<http://www.mapquest.com/>) printout for all other mileage.

HOTEL:

1. Was your hotel designated by the sponsor of the meeting? Yes No

If no, why? _____

2. Was the rate you were charged the documented designated single room rate? Yes No

If no, why? _____

Documentation requirements:

- Documentation from the sponsor (i.e. brochure, etc) reflecting the name(s) of designated hotel(s) and the single room rate.
- Hotel folio/receipt reflecting a zero balance. Indicate on the folio any incidental charges that were for University business.

REGISTRATION:

1. Was a registration fee paid? Yes* No

- *If yes, please check: Prepaid by OUHSC, how: _____ Paid by the Claimant

2. If a Registration Fee was paid (regardless of the method) indicate number of meals included in the registration fee: _____. (NOTE: Continental breakfasts and receptions are excluded.)

Documentation requirements:

- Agenda to verify number of meals provided.
- If a Registration Fee was paid by the claimant:
 - a copy of the registration form
 - a paid receipt reflecting billing information or a copy of their personal check/credit card statement

LOCAL TRANSPORTATION:

1. Taxi: \$ _____ Shuttle: \$ _____ NOTE: Gratuities of 15% or less are reimbursable.

2. Was a rental car obtained? Yes * No *If yes, amount: \$ _____

Documentation requirements:

- Business justification and to/from locations for any local transportation.
- Taxi/Shuttle receipt if more than \$24.99 one way.
- Business justification for rental car vs. taxi/shuttle. If no business justification, or if justification is price related, then cost comparison will be required.

MISC:

1. Airport Parking \$ _____ (see OUHSC Travel Policy for allowed daily amounts for Tulsa/OKC airports)

2. Internet/Telephone usage \$ _____

3. Tolls \$ _____ Receipt? Yes No

4. Other \$ _____ Description: _____

Documentation requirements:

- Parking receipt if more than \$24.99.
- Hotel or other receipts showing internet/telephone usage charges.
- Receipts/documentation of any other charges being claimed.
- Business justification for internet/telephone usage.