

# **Travel Reimbursement Check List**

## **(Place in this order)**

- 1. Travel Expense Form**
- 2. Yellow Copy of Trip Request (Each Traveler must have one attached with their reimbursement)**
- 3. Travels List (if travelers not included in original TR)**
- 4. Detail Hotel Receipt**
- 5. Airline Invoice/Itinerary**
- 6. Per Diem Form**
- 7. Meal Receipts By Date Per Page: MUST BE ORIGINAL RECEIPT(S) AND TAPED TO PAGE(S) (Do not tape or highlight on any printed area of receipt. It will get erased and turn blank)**
- 8. Receipts for Other Expenses that are being reimbursed (Parking, Gas, Airline, Car Rental, etc) Must be taped separated on white sheet**
- 9. Other paperwork (Not being reimbursed) (Registration, Airline, Car Rental, etc)**