

# TRAVELER EXPENSE REPORT CHECKLIST

## DOMESTIC INDIVIDUAL TRAVEL

This checklist will help ensure a travel expense report is accurate and within policy. Accurate expense reports are processed in a timely manner. This check list should be used along with the Expense Type Cheat Sheet where requirements per expense type are more detailed.

Guides and other resources can be found at: <https://afd.calpoly.edu/travel/resources/>

HEADER	
	<b>Trip Name:</b> include descriptive words, such as the name of the conference
	<b>Travel Start &amp; End Dates:</b> ensure dates reflect the entire trip; if submitting 61+ days after travel end date... * expense report amount will be reported to payroll for taxes (per IRS rules since after 60 days amount is taxable) * VP will be added to approval flow since VP approval is required
	<b>Personal Travel:</b> state dates of personal travel included in trip. if no Personal days were included in the trip Request, provide an explanation in comments section
	<b>Trip Purpose:</b> select from drop down menu & add comment on how the university is benefiting from this travel, this is required
	if conference, the agenda must be attached (use "attach receipt" to attach any document to expense report), this is required
	<b>Approved Request:</b> an Approved Request must be linked to the expense report; if Expense Report total is 10% or more than Approved Request amount add comment explaining the difference, this is required
	<b>Comments:</b> add any additional information or details for approver or auditor to understand how the trip benefits the university as well as have the "entire picture" of trip
EXPENSES	
	Are all Concur Travel card transactions (expenses and/or credits) accounted for? If not, wait until they are to submit
	Are all expenses within business travel dates? (or close since some concur card transactions may come through before (airfare/hotel) or after (hotel/car rental), if not add comment explaining
	Do ALL non-travel expenses have a comment explaining business justification for the expense? (see Expense Type Cheat Sheet for more details)
	Do all transactions/expenses valued at \$75+ have an itemized receipt attached to it?
	Are all cost comparisons included (see Expense Type cheat sheet for details)?
	<b>Meal &amp; Incidentals:</b> a Travel Allowance listing all cities included in travel (including layovers) is required to receive location based daily per diem.
	If traveler opts out of meals & incidental expense (may want to use budget for something else), Travel Allowance is not required; must state opting out in Comment section
	Ensure all meals provided for each day are checked in the Travel Allowance, provided meals will decrease the daily allowance owed to traveler
	If Concur Travel card was used for meals, BOTH expenses are required: * <b>Meals and Incidental</b> expense type for daily per diem and * <b>Meals Charged on Campus Issued Card</b> expense type is required for meals charged on Concur Travel card; these charges will off-set per diem owed
	<b>Review Expense Type cheat sheet for detailed requirements for each expense type</b>
TOTALS	
	Check after all expense are entered
	Owe Employee: amount university owes employee (via direct deposit or check)
	Owe University: amount traveler owes university, must pay the amount at Cashier's Office & attach receipt to expense report before submission (Cashier's office only accept cash and check & bring photo ID)

**Domestic Individual travel expense types only:**

Airfare

Airline Fees

Baggage Fees

Booking Fees

Car Rental

Car Rental Fuel

Hotel/Lodging

Internet/Telephone/Fax

Laundry

Memberships

Newspaper/Magazine/Books

Personal Car Mileage

Personal Car Mileage Reduction

Postage/Freight

Printing/Photocopying/Stationery

Registration/Fees

Supplies

Other Expense cannot be used when another expense type is more appropriate and always must be explained