

**NAME:** \_\_\_\_\_

**TRAVEL DATES:** \_\_\_\_\_

**DESTINATION / CONFERENCE:** \_\_\_\_\_

**TRAVEL EXPENSE SUBMISSION CHECKLIST**

Please ensure all receipts, proof of payment are submitted with this checklist.  
Attach checklist to the front of your receipts. Incomplete expense submissions will be returned.

NOTE: ALL FOREIGN RECEIPTS MUST BE TRANSLATED

- Identify Account number and Research Account Title
- Detailed Explanation / Justification of Trip
- Flight Itinerary
- Flight Receipt / Proof of Payment
- Boarding Passes / Electronic Boarding Passes
- Conference / Meeting Announcement
- Conference Itinerary
- Conference Registration Fees Receipt
- Conference Registration Fees Proof of Payment
- Hotel Invoice / Receipt
- Hotel Proof of Payment
- All Transportation Receipts / Ticket Stubs AND Proof of Payment if not indicated on ticket / stubs (i.e. train, taxi, bus)
  - Please indicate on ticket stubs what type of travel if not obvious or noted
- Car Rental Receipts
- Car Rental Proof of Payment
- Gas Receipts
- MILEAGE
  - Airport – Identify Airport
  - Other – Provide a note with description

- MEALS
  - Detailed Receipts with proof of purchase if not indicated on receipt
  - Per Diems ((PDA (20) and StartUp (50) Accounts Exempt))

Please identify dates to be verified: