MY REIMBURSEMENT CHECKLIST

_____ Review form to make sure days and times are still accurate.
_____ PAID receipt for all expenses except meals and mileage.

_____ Meals reimbursed for same day travel will be based on departure and return times. (Taxable)

_____ If the traveler has an overnight stay but only claims meals and mileage, they need to provide a receipt from the travel destination.

_____ Explanation of vicinity miles over 15 miles.

_____ Detailed travel log (especially for coaches/recruiters).

_____ Flight itinerary provided; review if purchased flight is a first class or coach/standard. If information is not included in itinerary, attach boarding pass to reimbursement form.

_____ If the traveler chooses one mode of travel over the cheapest mode, they must document reasons.
   (Commercially rented vehicles for passengers are usually limited to subcompact, compact, or intermediate sizes)

_____ Provide a copy of itinerary/agenda for conference, workshop, meeting, seminar, training or program.
   If this does not show when meals were provided to the participants, you should have a log that shows when and at what times meals were provided.

_____ If traveler is trying to claim extra days for travel, he/she must provide justification for the extra days.
   (ISU won’t reimburse if traveler leaves or returns earlier than necessary from a trip for personal convenience)

_____ Provide explanation for anything out of the ordinary, unusual or an exception to University policy.

Revised on May 2015