Checklist for Travel Expense Report

___ Attach conference agenda, brochure, registration, or other document to confirm the dates and cost of the registration

___ Attach airfare ticket receipt

___ Attach rental car receipt

___ Attach meal receipts and verify that the receipt is itemized

___ Verify that all receipts are original receipts

___ Attach pre-approved authorization for international travel and/or travel advance form

___ Provide business purpose of trip

___ Provide a list of other people for whom expenses are being submitted and include detail as to why it is in the interest of the University to pay the expense

___ Verify that alcoholic beverages have not been charged to University accounts

___ Obtain necessary approval signatures