TRAVEL REIMBURSEMENT CHECKLIST
-- Complete and submit with Travel Reimbursement and receipts to the Travel Office --

☐ Travel Authorization submitted before travel.

☐ Receipts & Supporting Documentation Submitted by Traveler.
   Check all applicable boxes. Enter the date all applicable items were received from the traveler.
   ☐ Document supporting the business purpose of the trip that includes the business dates, location and
     purpose (e.g., conference registration, meeting invite or research itinerary).
   ☐ Agenda to support business purpose for subsistence meals and non-subsistence business meal(s).
     ☐ All meals circled (make a note next to meals not provided as part of the conference).
     ☐ Note by breakfast meals whether continental (e.g., rolls, cereal, fruit) or full (i.e., hot items: eggs, meat).
   ☐ Airfare receipt / itinerary (if receipt doesn’t show detailed itinerary) showing a $0 balance. Enter TXN# in
     Reference/Other Notes if paid with a p-card.
   ☐ Airfare cost comparison if choose to drive over 500 miles away (one way) instead of flying OR if
     combining business and personal trips.
   ☐ Allowable tip amount with purpose annotated in the corresponding Reference / Other Notes area. See
     Rates tab for tip details.
   ☐ Business Meals other than subsistence: documentation attached and allowable fund(s) used.
     ☐ Complete the Food, Beverage and Amenity Expense Documentation (FBAE).
     ☐ Paid itemized receipt (tip 20% or less).
     ☐ Discretionary or authorized unrestricted funds used to pay for business meal(s).
   ☐ International Travel: approvals obtained and documents attached. *except Grant funded international
     travel
     ☐ Prior approval on TA authorizing business class airfare and/or federal per diem meal rate.
     ☐ If federal per diem approved: attach printout of Rate by Location and Breakdown of meals (Appendix B).
     ☐ Currency conversion and fee documentation attached.
   ☐ Itemized lodging receipt showing $0 balance. Enter TXN# in Reference/Other Notes if paid with a P-card.
   ☐ Registration receipt showing $0 balance. Enter TXN# in Reference/Other Notes if paid with a P-card.
   ☐ Mileage documentation (e.g., Mapquest, Google Maps) unless claiming standard mileage to/from
     airport equal to 15 miles one-way if UNC Charlotte is the duty station.
   ☐ Miscellaneous receipts (e.g., baggage receipts, paid receipts for other modes of transportation).
   ☐ Missing Receipt Affidavit completed and attached if expense > $25 and receipt was lost or not
     provided. If expense < $25, provide explanation in the corresponding Reference / Other Notes area on
     the form.
   ☐ Parking receipts: paid receipt dates must match business dates of travel.
   ☐ Shuttle receipts: paid receipts.
   ☐ Taxi receipts: paid receipts with destination and business purposes noted on them.

☐ Fund/Department approver, if applicable, received and reviewed the TR.

☐ TR complete, including signatures, and original hard copy mailed to the Travel Office.

* Grants & Contracts Administration contact link and additional guidance can be found on the Related Links tab.