

## Travel Reimbursement Checklist From an Existing TA

### Gather travel information from the traveler:

Meals provided so it can be removed from the Per Diem table

***Receipts - if applicable: only required if an expense exceeds \$25. Some expenses require receipts regardless of amount.***

Airfare - if self-purchased

Registration

Accommodation/Hotel

- Deduct personal expense - food, drinks, and tips.
- Subtotal various expenses - parking, telephone, and internet.

Shuttle

Taxi

Car Rental

- Deduct insurance if the traveler is an employee.

### Entering travel information into Travel Reimbursement:

Enter Business purpose/justification/description in the Explanation or Notes and Attachments section.

- This information is not automatically copied over from the TA.

Adjust the Per Diem Table

Enter actual expense (s)

Click Add on the Accounting Lines

Assign Account number(s)

Select Payment Method - preferably P-Check/ACH

Attach legible receipt(s) in **.pdf** format in Notes and Attachment section

Add additional Notes and Attachments if applicable

- This information is not automatically copied over from the TA.

Check the box "Final Reimbursement" to clear all encumbrance for this trip/TA

Check the box "Traveler Certification" - if the traveler create both TA and TR