



TEXAS A&M INTERNATIONAL UNIVERSITY

A Member of The Texas A&M University System

Quick Checklist for Travel Reimbursements

1. Are all required forms attached to the travel voucher? ✓
 - University Employee Travel Request form
 - Request for Foreign Travel
 - Travel to Washington, D.C. confirmation
 - Travel Vendor Exceptions form, if needed
 - Prospective Employee Travel Verification, if needed
 - "L" requisition for Prospective Employee Travel Reimbursement
 - Coordination of Travel Infeasibility Form
2. Is traveler claiming an exemption for use of a non-contract vendor? ✓
 - If yes, Travel Vendor Exceptions form must be attached & signed by the traveler
 - NOTE:** Claiming an exemption does not authorize the State employee to be reimbursed amounts exceeding state allowances.
3. Are all required receipts attached to the travel voucher? ✓
 - Lodging
 - Rental Car
 - Airfare
 - Taxi
 - Registration fees
4. On the text description of the travel voucher form, has the following information been stated? ✓
 - Duration & destination of the trip, mode of transportation, and purpose of the trip
5. If an employee is part of a group travel, has justification of the traveler been stated on Travel Voucher? ✓
6. Are transportation expenses for bus, shuttle, taxi, etc. been itemized on a point-to-point basis on the travel voucher form? ✓
7. Have all corrections been initialed by the traveler? ✓
8. Has the travel voucher form been signed by appropriate supervisor? ✓