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? ✓