

TRAVEL CLAIM CHECKLIST

- Signatures:** employee's and authorizer's (no photocopies, must be original--in ink) Dean or Dept. Manager is required. International travel requires Dr. Armiñana's signature.
- Authorization for Absence:** must be attached to claim, unless it was sent to Customer Services in advance of the trip. If the claim had a travel advance, no additional authorization is necessary.
- Dates of Trip:** make sure they match the Authorization for Absence form.
- Times of Departure/Return:** required if meals and/or incidentals are being claimed.
- Purpose of Trip:** must be listed on the lower left corner of claim.
- Receipts:** if lodging and airfare are claimed, look for attached receipts. See handout on required receipts for more info. Reminder: credit card statements or credit card receipts are not acceptable. Also, if the individual attended a conference, the conference agenda must be attached—check the agenda to see if meals are included in the conference fee and make sure that the individual is not claiming reimbursement for these meals.
- Lodging:** verify that the amount claimed per day is the single room rate plus tax ONLY. Meals/room service, phone calls, movies, bar tabs, etc. cannot be claimed in the Lodging column. If phone calls are business-related calls, that cost can be listed in the Business Expense column with a note of explanation either on the receipt or in the Purpose of Trip section. Likewise parking charges are sometimes listed on the hotel receipt—these amounts need to be listed in the Parking column.
- Airfare:** if it's a trip between contracted YCAL city pairs, verify that the employee used the YCAL rate or got a cheaper rate on another airline. If not, a written justification from the employee must be provided, and VP Schlereth must sign off on it. Airfare must be coach class; business class or first class will not be reimbursed. In such a case, we reimburse the amount of coach/ycal and the employee is out the difference.
- Rental Cars:** employee must use one of our contract rental agencies, if not a written justification must be included. Reminder: our contract rate already includes the "extra insurance," which rental company sales personnel frequently try to sell you for \$8.00 to \$15.00 per day. SSU will not reimburse this additional fee on a contract rental receipt.
- Conference Agenda:** if applicable, agenda must be attached to claim, listing any meals, if any, provided by the conference. Conference fees can be claimed in the Business Expense column, supported by a receipt or cancelled check.
- One-Day Trip?:** meal reimbursements on any trip under 24 hours are taxable. This refers to breakfast and dinner, since lunch can't be claimed on a one-day trip. In the account number box, separate out the meal amount being reimbursed and charge that to subcode 606801.
- Math:** double check all addition on the claim. Do the multiplication for mileage claims and verify that the total claimed is the total of the amounts listed in each column.