

## College of Liberal Arts Travel Expense Report Checklist

University Travel Policy #5601

<http://www.wright.edu/wrightway/5601.html>

Collective Bargaining Unit Professional Development Fund Policy Article #18.4 (Institutional Environment)

[http://www.wright.edu/admin/aaup/2008\\_2011CBA21\\_Aug\\_2008with\\_sigs.pdf](http://www.wright.edu/admin/aaup/2008_2011CBA21_Aug_2008with_sigs.pdf)

**\*\*Include all receipts.\*\***

**\*\* Include a conference program .\*\***

**\*\* It is strongly urged for all travel to be submitted within 30 days of completing the travel. All travel must be submitted to Accounts Payable within 60 days and all travel past 90 days will require Dean and Provost special approval. The college reserves the right to reject late expense reports.\*\***

**\*\* All faculty travel must include an activity code using the traveler's initials for reconciling purposes. If expenses have been submitted on a procard, the expenses must be moved to the appropriate account using the traveler's activity code.\*\***

- Include Actual Departure & Return Dates and Times.  
(This will determine date and time of allowable meals.)
- For automobile trips over 700 miles, the lower of actual mileage or round trip coach air fare shall be the maximum amount reimbursed.
- If mileage is being reimbursed then a MapQuest should be included.  
<http://www.mapquest.com/>
- Lodging should exclude any Ohio sales tax.
- Any meals included as part of the conference should not be reimbursed.
- If traveler has receipts in foreign currency a currency converter should be included.  
<http://www.oanda.com/convert/classic>
- If traveler is planning to rent a car a Driver Application Form (DAF) must be completed and approved prior to the travel.  
<http://www.wright.edu/admin/bpra/risk/forms.html>
- For any prepaid expenses a Prepaid Travel Worksheet must be completed.  
[http://www.wright.edu/admin/finanserv/prepaid\\_travel\\_worksheet.html](http://www.wright.edu/admin/finanserv/prepaid_travel_worksheet.html)
- Traveler and Chair signatures are required.