

## **WRIGHT STATE UNIVERSITY** **TRAVEL EXPENSE REPORT KEY CHECKLIST**

This checklist is intended to highlight the key components of Wright State University's travel policy and procedures that travelers should be aware of when traveling. It is not an all-inclusive checklist but a tool to help travelers provide the appropriate documentation and accurately prepare their travel expense report.

### **Procedural Reminders**

- List airfare and mileage to/from airport on line 1 of the travel expense report.
- Break out lodging and meals daily in Section 2 of the expense report, and report only these expenses here. Do not claim *per diem* for any meal that is supplied by the conference.
- List registration, airport parking (lowest available rate), taxis, internet, and any additional travel expenses in Section 3 of the travel expense report. Personal phone calls are limited to one per day.
- List a clear business purpose for the trip in the top section of the travel expense report.
- List departure and return times (necessary to ensure correct *per diems*) on the travel expense report.
- Submit a travel expense report even if all expenses have been paid by the University through a procurement card or other means and even if no personal reimbursement to the traveler is required.

### **Key Policy Reminders**

- There will no reimbursements from university funds for alcohol or entertainment purchases.
- Supply proof of payment for all expenses (except *per diem* meals). Attach original receipts to the travel expense report unless they were paid using the university procurement card. If a procurement card was used, attach copies of the receipts.

Make sure that all receipts are itemized receipts as the credit card receipt alone is not sufficient documentation.

- For all credit card payments, indicate whether the card used is a personal credit card or a university credit card on the face of the receipt.
- If driving over 700 miles roundtrip, the lower of actual mileage or round trip coach airfare shall be the maximum amount reimbursed. If the traveler must obtain overnight lodging because of the choice to drive, this lodging is a personal expense and is not reimbursable.
- Employees should avoid a “luxury” type suite or hotel, unless it is the conference site. Reimbursement is at the single room rate unless more than one employee occupies the room. Reimbursement for noncommercial lodging in a private dwelling is limited to \$15 per calendar day. The employee must provide a receipt.
- Include the conference registration and receipt indicating the registration fee for the conference and what that fee includes. If there is no registration fee, write “No registration fee required” in section 3 of the travel expense report. Also include the portion of the conference program that documents meals and other events included with the conference.
- Costs for conference excursions or other optional events are allowable only if they are for business or scholarly purposes. These items must be pre-approved by the chair or director, and a description of the excursion must be provided with a memorandum documenting the business purpose.
- If a rental car is used, supply justification for the expense if the traveler is staying at the conference site.
- Attach the Prepaid Expense worksheet for any travel that has prepaid expenses (paid by procurement card, DPO, or purchase order). If an expense was prepaid include a reference to the form (DPO no., last four digits of procurement card, etc.) used to make the prepayment. Be sure that the Traveler and supervisor/business manager have all signed the expense report on the right hand side of the expense report.