

Faculty Post-Travel Checklist:

- _____ Airline Boarding Passes (n/a if e-ticket or ticketless)

- _____ Hotel Receipt (on hotel letterhead)
 - _____ Itemized, zero balance, single rate, check in/out dates & times
 - _____ Phone calls/internet marked either "business" or "personal"
 - _____ Meals or extra expenses noted and subtracted from lodging

- _____ Conference Booklet/Program
 - _____ Note any meals provided, especially if shown in program
 - _____ Note all sessions you attended (not just your paper presentation)

- _____ Final Research Agenda (updated from preliminary agenda)

- _____ Shuttle/Taxi Receipts (Other Transportation)
 - _____ Addresses & Times departed/arrived
 - _____ Receipts taped to 8 x 11 paper, grouped chronologically
 - _____ Memo w/ dates & amounts if no receipt and costs less than \$25 one way

- _____ Foreign Exchange Rates/Conversion for all receipts
 - _____ Rates must be what they were on the days of travel
 - _____ (Oanda and X-rates both have options for historic lookup)

- _____ Mileage Claim
 - If mapquest printout not submitted with pre-travel documentation:
 - Odometer Readings:
 - Begin _____
 - End _____
 - _____ Travel Log w/ exact addresses departed/arrived

- _____ Rental Car Receipts/Contract

- _____ PerDiem (note provided meals, changes in depart/return times)

PERDIEM

| Receipts Not Required | | | | | | |
|-----------------------|--------|---------|-----------|----------|--------|----------|
| DEPART | Date: | Day: | Time: | | | |
| RETURN | Date: | Day: | Time: | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| B | B | B | B | B | B | B |
| L | L | L | L | L | L | L |
| D | D | D | D | D | D | D |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| B | B | B | B | B | B | B |
| L | L | L | L | L | L | L |
| D | D | D | D | D | D | D |

- _____ Memos of Explanation/Justification for any Exceptions to Policy

- _____ J Form signed (generated by Travel Liaison after receipts submitted)