

**Student Post-Travel Checklist:**

- \_\_\_\_\_ Airline Boarding Passes (n/a if e-ticket or ticketless)
  
- \_\_\_\_\_ Hotel Receipt (on hotel letterhead)
  - \_\_\_\_\_ Itemized, zero balance, 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)
  
- \_\_\_\_\_ Itemized Food Receipts\*
  - \_\_\_\_\_ Credit card receipt also, if applicable
  - \_\_\_\_\_ Tip amount calculated into total, if applicable
  - \_\_\_\_\_ Food receipts taped to 8 x 11 paper, **grouped chronologically**
  - \_\_\_\_\_ No alcoholic drinks; if included, note & subtract (w/ tax) from total
  - Note: Separate checks required if eating with a group
  
- \_\_\_\_\_ 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
  
- \_\_\_\_\_ Mileage Claim

If not eligible for mileage reimbursement and/or mapquest printout not submitted w/ pre-travel documentation:

  - \_\_\_\_\_ Gas receipts taped to 8 x 11 paper, grouped chronologically
  - OR -
  - \_\_\_\_\_ Odometer Readings
    - Begin \_\_\_\_\_
    - End \_\_\_\_\_
  - \_\_\_\_\_ Travel Log w/ exact addresses departed/arrived
  
- \_\_\_\_\_ 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)
  
- \_\_\_\_\_ Memos of Explanation/Justification for any Exceptions to Policy
  
- \_\_\_\_\_ J Form signed (generated by Travel Liaison after receipts submitted)

\* = See p.2 for recording/calculating meal reimbursement

Traveler:

Please fill in the chart below, noting any provided meals and/or changes in depart/arrive times.

\_\_\_\_\_ Food receipts – fill in amounts in appropriate slots; only 3 meals per day.

\_\_\_\_\_ Perdiem – fill in perdiem rates for all meals you are entitled to and have sufficient funding to cover.

\_\_\_\_\_ Combination receipts & perdiem, if any original receipts were not available  
\_\_\_\_\_ Use perdiem rates for the meals for which the receipt was not obtained

PERDIEM						
Receipts Not Required, if using Perdiem rates.						
In-State = 7610-20		*Out-of State = 7620-20		Foreign = 7640-20		
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