

## TRAVEL EXPENSE CHECKLIST-LOCAL FUNDS

	In State	Out of State	Foreign
General Info	-Local funds do not have to follow STMP guidelines regarding the use of contract vendors -For any receipt that does not show payment information proof of payment will be required	-Travel to Mexico and Canada is considered out of state travel and not foreign. -Local funds do not have to follow STMP guidelines regarding the use of contract vendors -For any receipt that does not show payment information proof of payment will be required	-ALL FOREIGN TRAVEL REQUIRES <b>pre-approval</b> by the dean/appropriate vice president or delegate - <b>Travel Advisories</b> - countries with travel advisories requires prior approval of the President -Convert foreign currency to US dollar using Oanda website or credit card statement -Receipts should be in English or traveler must identify vendor, location and detail charges
Airfare	<b>Required Receipt</b> must contain: -Name of Passenger -Airline Ticket Number -Class of Flight-if business class must be approved by the Dean or appropriate Vice Pres -Itinerary-dates and all flight segments -Method of Payment -Amount	<b>Required Receipt</b> must contain: -Name of Passenger -Airline Ticket Number -Class of Flight-if business class must be approved by the Dean or appropriate Vice Pres -Itinerary-dates and all flight segments -Method of Payment -Amount	<b>Required Receipt</b> must contain: -Name of Passenger -Airline Ticket Number -Class of Flight-if business class must be approved by the Dean or appropriate Vice Pres -Itinerary-dates and all flight segments -Method of Payment -Amount
Taxis, Shuttles, Buses and Trains <b>(Between City Transportation)</b>	<b>Required Receipt</b> must contain: -Itinerary -Class-first class must be approved in the same manner as airfare -Amount of Fare	<b>Required Receipt</b> must contain: -Itinerary -Class-first class must be approved in the same manner as airfare -Amount of Fare	<b>Required Receipt</b> must contain: -Itinerary -Class-first class must be approved in the same manner as airfare -Amount of Fare
Taxis, Shuttles, Buses and Trains <b>(In City Transportation)</b>	<b>No Receipt Required</b> must provide: -Origin and destination -Date -Amount (tips are not to be included, considered incidentals)	<b>No Receipt Required</b> must provide: -Origin and destination -Date -Amount (tips are not to be included, considered incidentals)	<b>No Receipt Required</b> must provide: -Origin and destination -Date -Amount (tips are not to be included, considered incidentals)
Rental Cars	<b>Required Receipt</b> must contain: -Name of renter -Dates of rental -Itemization of all charges -Method of payment -LDW/CDW is the only reimbursable insurance	<b>Required Receipt</b> must contain: -Name of renter -Dates of rental -Itemization of all charges -Method of payment -LDW/CDW is the only reimbursable insurance	<b>Required Receipt</b> must contain: -Name of renter -Dates of rental -Itemization of all charges -Method of payment -LDW/CDW is the only reimbursable insurance
Travel Agent/Booking Fee	<b>Required Receipt</b> must show proof of payment: -Booking Agent Receipt -Credit Card Statement	<b>Required Receipt</b> must show proof of payment: -Booking Agent Receipt -Credit Card Statement	<b>Required Receipt</b> must show proof of payment: -Booking Agent Receipt -Credit Card Statement
Mileage (up to the Federal Mileage Rate)	<b>Documentation of mileage</b> must be from: -Texas Mileage Guide (see Travel Website) -Odometer readings with a point to point breakdown Mileage can only be claimed for one car out of every 4 employees that have the same itinerary Gas can not be claimed if mileage is claimed	Same as in state except that a <b>cost comparison must be done</b> -mileage will only be paid up to the lowest available cost of airfare plus any rental car or in state mileage to get to the airport.	Should not have mileage for Foreign travel -except for mileage to and from airport
Meals (Do not allow Per Diem)	<b>No Receipt Required</b> must provide: -Day by Day breakdown for the <b>actual cost</b> of meals If one meal is >or = to <b>\$75</b> then receipt is required due to IRS requirements	<b>No Receipt Required</b> must provide: -Day by Day breakdown for the <b>actual cost</b> of meals If one meal is >or = to <b>\$75</b> then receipt is required due to IRS requirements	<b>No Receipt Required</b> must provide: -Day by Day breakdown for the <b>actual cost</b> of meals If one meal is >or = to <b>\$75</b> then receipt is required due to IRS requirements
Lodging	<b>Required Receipt</b> must contain: -Name of guest -Itemization of all expenses charged (day by day) -Payment or method of payment Will <b>not</b> pay for in Texas Hotel Occupancy Tax If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate	<b>Required Receipt</b> must contain: -Name of guest -Itemization of all expenses charged (day by day) -Payment or method of payment If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate	<b>Required Receipt</b> must contain: -Name of guest -Itemization of all expenses charged -Payment or method of payment If the traveler has a guest(s) they need to document if this other person(s) was a state employee or a personal relation and state the amount of the single room rate
Parking	<b>No Receipt Required</b> must provide: -Date -Location -Amount for each parking expense incurred	<b>No Receipt Required</b> must provide: -Date -Location -Amount for each parking expense incurred	<b>No Receipt Required</b> must provide: -Date -Location -Amount for each parking expense incurred

Incidentals	<b>No Receipt Required</b> -Tolls provide location, amount and date -Phone or Internet business charges -Tips provide service received, date and amount -Any other travel expenses not listed	<b>No Receipt Required</b> -Tolls provide location, amount and date -Phone or Internet business charges -Tips provide service received, date and amount (see SAP 25.02.01.M2.05 for amount of tips allowed) -Any other travel expenses not listed	<b>No Receipt Required</b> -Tolls provide location, amount and date -Phone or Internet business charges -Tips provide service received, date and amount (see SAP 25.02.01.M2.05 for amount of tips allowed) -Any other travel expenses not listed
Registration	<b>Required Receipt</b> must document: -name of the person -full name of conference (no abbreviations) -dates of conference	<b>Required Receipt</b> must document: -name of the person -full name of conference (no abbreviations) -dates of conference	<b>Required Receipt</b> must document: -name of the person -full name of conference (no abbreviations) -dates of conference