

Student Travel Checklist

GENERAL

Not allowed on state account -1xxxx & 23xxxx

Code to 3410

Best practice for each student to be reimbursed for their own expenses

Original receipt included for each item of reimbursement

Dates on receipts must be within range of dates travelled

Receipt must show "proof of payment" (pmt method, Ind. name and total amount of expense)

If receipt does not show "proof of pymt" then a credit card statement showing the payment will be accepted or

Transmittal/Certification(T/C) included for each "CASH" portion of receipts - one T/C with total is ok - details of total should be noted on side

Total receipts must equal voucher total or there should be an explanation in notes - (caps on food or lodging)

MapQuest shortest distance printout or odometer(point to point) must be used for mileage reimbursements

SHARED EXPENSE RECEIPTS FORM (must be used when room or other expense is paid by another student)

NOTES added to FAMIS

Travel dates

Reason for travel - class or program that requires the travel

Student consumed all food

No alcohol is being reimbursed

Travel expense caps/limits (i.e. only being reimbursed for a portion of the receipts submitted)

More than 1 person in hotel room needs to be explained