

## Travel Checklist

### **Instate Travel**

- Are departure and arrival times included on the travel expense statement?
- Is expense statement being filed within 45 days of conclusion of the trip? If not, is a letter of justification attached?
- For overnight travel, are per diem rates on the day of departure and day of return listed at 75% of \$28 or \$36 (whichever rate is applicable based on destination)
- For lodging expenses, does the receipt show a zero balance due?
- For lodging expenses, does the amount exceed the GSA lodging allowance for the area by more than 25%? If so, is justification included on the travel expense statement?
- Has hotel/motel/ or occupancy tax been deducted from the receipt?
- If employee utilized a personal vehicle for travel and departed from or returned to his/her personal residence on a normal workday, have commuter miles been deducted?
- Are receipts readable?
- Is the travel expense statement signed by the traveler?
- If meals are being claimed with no overnight lodging, was the individual traveling for 12 or more hours and more than 50 miles from home and headquarters?

### **Out-of-State Travel**

- Is expense statement being filed within 45 days of conclusion of the trip? If not, is a letter of justification attached?
- Has a travel authority been encumbered for this trip?
- In the eCheck system, is this reimbursement being submitted utilizing the eTravel tab so that the travel authority number is appropriately documented?
- Is the account number that you are assigning to the CR the same as what the TA is encumbered on?
- For lodging expenses, does the receipt show a zero balance due?
- For lodging expenses, does the amount exceed the GSA lodging allowance for the area by more than 25%? If so, is justification included on the travel expense statement?
- If the expense report contains mileage, was mileage submitted as a separate line item in the account section when the original travel authority was initiated? If not, email [actpay@uga.edu](mailto:actpay@uga.edu) referencing the TA number and request mileage to be set up. Indicate the account number and amount that should be encumbered for mileage.
- If employee utilized a personal vehicle for travel and departed from or returned to his/her personal residence on a normal workday, have commuter miles been deducted?
- Does airfare receipt show that payment was processed?
- If traveling internationally on federal funds and submitting airfare for reimbursement, does the receipt indicate that the carrier is a US Flag Carrier or a Code Share?
- Are receipts readable?
- Is the travel expense statement signed by the traveler?