HR Supervisor Checklist for Travel Reimbursements

## General

$\square$Is traveler due for reimbursement for approved UGA related travel?
$\square$ In the expense report header, does the purpose documented in the Report Description field properly identify the event, activity, or purpose of travel?$\square$ For out-of-state or international trips, has the appropriate travel authorization been associated with the expense report?
Review purpose, destination, \& travel dates on travel authorization vs travel dates of expenditures on expense reports.Are any included justifications appropriate?

