



HR Supervisor Checklist for Travel Reimbursements

General

- Is traveler due for reimbursement for approved UGA related travel?
- In the expense report header, does the purpose documented in the Report Description field properly identify the event, activity, or purpose of travel?
- 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?

Responsibility for appropriate audit, approval, and reimbursement of travel expense statements is vested in all persons with official approval and/or processing authority. Faculty and staff should maintain the highest ethical standards and should keep in mind their responsibilities as responsible stewards of University funds. The UGA Travel Policy provides guidance on items such as travel authorization, lodging, rental cars, airfare, mileage rates, per diem, submitting receipts, and much more. The policy is available [here](#).

