Travel Expense Reimbursement check list

Boxes to fill in	filled in	NA	Documentation included
TA#			
Partial or Final TER			
Purpose of trip (should match TA)			
Duty Post (should be Tucson, AZ)			

Designated lodging?			
mileage to airport			
10 miles is default if no documentation			
mapquest from home			
odometer reading			
Time of Departure & return			
If traveling by plane, time of departure is 2 hours before the flight is scheduled.			
Per diem calculated by departure time- *Breakfast= before 6am* *Lunch = before 10am or after 2pm* *Dinner= before 6pm or after 8pm*			
Per Diem (each day, which meals)			
Lodging per day (Rm & Tax only) all other in misc			
Transportation includes things like - airfare, taxi, rental car (day it was paid), subway (no receipt needed)			
Misc includes things like - Parking, internet, hotel surcharges, shipping, reimbursements (if account allows), fuel receipts, printing **will need different object codes**			

Account details- *by object code*			

Memo needed re:______________________________			
Memo not needed			

Comments

Red bold = Documentation needed