

Travel Form Check List

- ☐ Verify correct L number
- ☐ Verify dates are within 60 days of today
- ☐ Verify departure/return times are noted and filled in correctly in subsistence section
 - ☐ Verify trip was over 6 hours
 - ☐ Verify that meals/per diem coordinate with travel dates/times
 - If itemized receipts, verify total is not over \$60 per day
 - If itemized receipts, verify tips are not over 20% of total bill
 - ☐ Verify hotel stay and receipts showing zero balance
- ☐ Verify purpose of trip and supporting paperwork
- ☐ Verify mileage (to and from?)
 - ☐ Verify mileage backup attached
- ☐ Verify misc expenses (and itemized receipts)
- ☐ Verify totals are correct
- ☐ Verify index matches department (title at top of form)
- ☐ Verify account number is correct (7410 In-state; 7415 Out of State; 7420 Foreign Travel; 7432 Recruiting, etc)
- ☐ Verify traveler signature
- ☐ Verify supervisor signature (and other signatures as required)

Additional Items to check for International Travel only

- ☐ Verify per diem
 - ☐ https://aoprals.state.gov/web920/per_diem.asp
 - ☐ <https://www.perdiem101.com/conus/2023>
- ☐ Verify exchange rate that is written on claim form
 - ☐ <https://www.x-rates.com/historical/?from=USD&amount=1&date=2023-05-23>
 - ☐ <https://www.perdiem101.com/oconus/2023>
- ☐ No other tips or incidental expenses will be reimbursed as they are covered within the M&IE

Payment Requisition Check List

- ☐ Verify vendor number
 - ☐ New vendor W9
- ☐ If over \$500, does it have a PO and disclosure form?
 - ☐ If no PO, need reason on payment requisition
- ☐ If over \$5000, does it have a disclosure form?
 - ☐ If no disclosure form, must be received before payment can be issued
- ☐ If items purchased for individual use, is a list of names attached?
- ☐ If the invoice is for a meal, is the list of names and agenda attached?

Separate student travel policy needed?