CVM TRAVEL REIMBURSEMENT CHECKLIST

Please complete the applicable information below, place receipts inside envelope and return to Isabella Lou for processing.

Name: ________________________________   TA#: __________________

Traveler Status:   Employee ☐   Non-employee ☐   Student ☐

Home Address: ______________________________________________________

Destination: From ____________________________ To ______________________

Departure Date & Time: ____________________________ Return Date & Time: ____________________________

REQUESTING REIMBURSEMENT FOR THE FOLLOWING TRANSPORTATION EXPENSES:
☐ Personal Car Mileage (roundtrip): ____________________________ ☐ State-owned Vehicle (no mileage)
☐ Airfare ☐ Parking
☐ Airport Mileage (no documentation required – Standard of 30 Miles)
☐ Rental Car (Only with prior approval and for business travel dates only; insurance fees and fuel purchase options are non-reimbursable).
☐ Ground Transportation (taxi, shuttle, train, etc.): ____________________________

REQUESTING REIMBURSEMENT FOR THE FOLLOWING LODGING EXPENSES:
☐ Lodging:   ☐ Yes   ☐ No, because: ____________________________________________

☐ Other Expenses (baggage fees, internet, etc.): ____________________________

MEALS TO EXCLUDE:
Provide dates and meal to exclude that were provided to traveler, included in related activities (registration fees, conference costs), and/or part of personal days while in travel status.

___________________________________________________________

OTHER EXPENSES FOR REIMBURSEMENT:
☐ Registration ☐ Other: ____________________________________________

PREPAID EXPENSES:
Check the appropriate box for expenses that were either prepaid or already reimbursed to traveler.
☐ Airfare
☐ Conference/Workshop Registration
☐ Other ____________________________
CVM TRAVEL REIMBURSEMENT DOCUMENTATION

Please include and submit directly to Isabella Lou the necessary documentation and information with the corresponding travel reimbursement receipt checklist for travel reimbursement. Please remember that a Travel Authorization must be completed and approved prior to departure.

AIRFARE
- Include itinerary and/or boarding pass showing the traveler's name, travel dates and times, price, and fare class.
- Proof of payment must be provided (itemized receipt, canceled check, copy of credit card statement).
- If travel includes personal days, print out a comparison flight with no personal days at the same time you book your actual flight. The dates for comparison and actual flight must match.
- Explanation is needed for any airfare change fees, choice seating, etc.

LODGING
- Final itemized receipt must provide evidence of claimant as the traveler, travel dates, room rate and taxes, lodging expenses incurred, proof of payment that shows a zero balance, and name and address of lodging.
- If lodging folio does not show zero balance, proof of payment must be provided (i.e. cancelled check, credit card statement, etc.).

REGISTRATION/WORKSHOP/CONFERENCE FEES
- Receipt and proof of payment are required.
- Pertinent pages of conference material that describes the dates and times of the conference/workshop, traveler's participation if applicable, cost of conference, hotel offerings, and any meals included in the registration fee (i.e. agenda, printout of website for conference/workshop, flyer, conference brochure, etc.).

RENTAL CAR
- Rental vehicles may be used with prior approval of the department head or his/her designee; but cannot be used for the sole convenience or personal preference of the employee.
- When renting a vehicle, employees should use a vendor on state contract (currently Enterprise/National or Triangle) and request the state contract rate when available, if that is the least expensive rate.
- Detailed receipt and proof of payment are required.
- Insurance fees are not reimbursable if car rental is in the United States. Employees are covered under the University's Motor Vehicle Insurance.
- Fuel purchase options are not reimbursable expenses.

MEAL REIMBURSEMENT
- Meals are reimbursed at the approved per diem subsistence rate. Receipts for these meals are not required.

MILEAGE
- Mileage is reimbursed at the business standard mileage rate set by IRS when the round trip does not exceed 100 miles or when a state owned vehicle is not available.
- Mileage claims must include printed documentation of actual miles from home/duty station to destination from MapQuest, Google Maps, or other site showing actual mileage from starting point to destination.

EXPENSES TO EXCLUDE
- Prepaid Expenses that have been pre-paid (or already reimbursed) should not be included in the request for reimbursement. If an expense was prepaid, indicate on the receipt that it has been paid and if paid by P-card, include the CPS number on the receipt.
- Meals Provided and/or included in related activities (registration fees, conference costs, hotel registration, etc.) must be excluded from the subsistence per diem reimbursement.
- Personal Time Travel must be documented from the beginning and all purchases, receipts, etc. kept separate; ensure any meals during personal travel dates/times are excluded from reimbursement. If travel is by air, print out a comparison flight with no personal days at the same time you book your actual flight. The dates for comparison and actual flight must match.

Note: When using a credit card statement as proof of payment, please cross out all the digits of the credit card number except the last 4 digits and all transactions (vendor, amount, date) except the one(s) being reimbursed. Do not use highlighters. Imaging equipment does not pick up highlighting and also can black out highlighted information. If you need to draw attention to an item, circle it.