PLEASE read through this carefully so that you are prepared.

These are not suggestions

These are state auditing procedures that must be followed. If you submit your reimbursement request without all the necessary documentation, it will be returned to you for completion. Please include this checklist with all your reimbursement documents.

General

✓ Reimbursement requests must be submitted within 3-5 work days of return of travel to allow for dept. processing and submission in accordance with the state law compliance requirement of submission within 30 days of return.
✓ All paperwork is to be 8.5 x 11, one-sided

REQUIRED DOCUMENTATION

✓ Travel Authorization – Copy of TA from MyPack Portal
✓ Copy of agenda (excerpt if over 2 pages) or flyer showing traveler’s participation in conference/presentation
  o If traveler did not present, then a statement of the business purpose of the travel must be provided. (What was the benefit to the University/College/Department)
✓ A copy of the conference/workshop brochure or other documentation that describes the timing of the conference/workshop, traveler’s participation if any, cost of conference, hotel offerings, and any meals included in the registration fee. Examples of acceptable documentation are as follows:
  o Agenda or copy of the registration form
  o Print out of registration information from the conference website
  o If requesting per diem for each day. Traveler must supply an e-mail or written statement that no meals were included in the cost of registration
  o If registration fee wasn’t prepaid on university funds or if the traveler isn’t claiming reimbursement for the registration fee and no meals have been excluded, no documentation is needed
✓ If travel is for purposes other than conference/workshop some sort of documentation is needed to explain the business purpose of the travel.
  o E-mail invitation
  o Explanatory paragraph
  o Other as indicated
✓ References to any prior reimbursements or prepayments
✓ Traveler’s Address in the Financial System matches the address on the documentation
✓ Status of traveler (student; non-employee; employee) in the Financial System matches the documentation

Foreign Travel

✓ Receipts should be translated into English by the traveler
✓ Documentation of the currency conversion is required for each receipt using the date of the receipt when in foreign currency
  o There is a link to a currency converter on the Travel Reimbursement Request form. Conversions must be for the date on the receipt. Using the information from your receipt, create the conversion, print it out and tape your receipt to that paper. The website is http://www.oanda.com/currency/converter

Unallowable Expenses

✓ Airline Ticket Insurance
✓ Room Service Charges
✓ Mini Bars or Honor Bars
✓ Rental Car Insurance Optional Fees
Receipts – **must be original**

- Dates on receipts match/are in accordance with travel dates
- **Receipts are legible and neatly taped down all the way around**, on sheets of 8.5 x 11 paper (these need to go through a scanner). You may tape more than one receipt on a piece of paper. It is helpful if they are for similar items, ie; all luggage fees, all parking, etc. (See note below on foreign currency receipts)
- All receipts including a name, match the name of the traveler or a valid explanation must be noted in the documentation
- Airfare documentation shows a direct relationship between the itinerary and the cost, explanation for any airfare change fees, choice seating, extra leg room, etc.
- Hotel bills **MUST** show a $0.00 balance due. Most hotels charge the same rate for one or two guests, if receipt shows two guests; documentation of the rates must be included.
- Registration receipts must state they are a receipt or confirmation of paid registration, must include amount paid, and the traveler’s name
- Prior approval on the travel authorization is required for rental cars but if not a part of the travel authorization a written statement from the head certifying that pre-approval was granted is required as documentation

**Other/Miscellaneous**

- Personal travel time 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
- Excess meals or payment for additional meals (those not included in regular conference registration) are not allowable
- Any reimbursement for alcohol requires a completed Alcohol Approval form
- Mileage claims **must** include printed documentation of actual miles from home/duty station to destination from MapQuest, Google Maps, or other valid site
- If traveler decides to opt for a less expensive flight leaving from somewhere other than RDU by driving to another state/airport. Traveler must provide comparison airfare documentation of what the least expensive available flight from RDU to destination would have been. This comparison it to substantiate that the cost of the RDU flight is still greater than the flight purchased plus any additional reimbursement items such as mileage (if they drove to another airport) and/or any additional per diem for meals (due to the added travel time).
- Typically motor pool information isn’t available at the time of processing; if a university vehicle was used please include an estimate of the total cost. Please keep track of the following and submit with your reimbursement request.
  - Cost of the vehicle/day ________ X number of days ________ = Total ________
  - Ending mileage_______ - Starting mileage _________ = Total ________
- Department Head or designee signature is required on the Travel Reimbursement Certification Statement as well as printed name of head or designee. If signed by designee, a copy of an email or written statement from the head authorizing the designee is required.

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**All above in order?**

- Open the Travel Reimbursement Request form. There is a link from the Department Website or you can go directly to [http://busoffice.chass.ncsu.edu/financial/forms/faculty/index.php](http://busoffice.chass.ncsu.edu/financial/forms/faculty/index.php). Save the doc as **Name _TA#** for the file name. Complete this form, save it in the Excel format and e-mail it to Laura.
- Submit to Laura this checklist and all original hard copies of documentation necessary to support your reimbursement request.
- Laura will review and work with you as necessary to complete the reimbursement packet. Once all is complete, Laura will contact you to sign the original Reimbursement Form.
- Laura will get Dr. Zagacki’s signature and will take the completed packet to the business office for processing.