UNC CHARLOTTE | TRAVEL REIMBURSEMENT CHECKLIST

-- Review before submitting Travel Reimbursement Form and receipts to the Travel Office --

☐ Travel Authorization submitted before travel.

☐ Document supporting the business purpose of the trip that includes the business dates, location and purpose (e.g., conference registration, meeting invite or research itinerary).

☐ Airfare receipt showing a $0 balance. Enter TXN# in Reference/Other Notes if paid with a p-card.

☐ Airfare itinerary to support dates and times of travel and travel location.

☐ Airfare cost comparison if choose to drive over 250 miles away (one way) instead of flying OR if combining business and personal trips.

☐ Itemized lodging receipt showing $0 balance. Enter TXN# in Reference/Other Notes if paid with a p-card.

☐ Registration receipt showing $0 balance. Enter TXN# in Reference/Other Notes if paid with a p-card.

☐ Mileage documentation (e.g., Mapquest, Google Maps) unless claiming standard mileage to/from airport equal to 15 miles one-way if UNC Charlotte is the duty station.

☐ Motor Fleet denial: needed only if driving personal vehicle over 100 miles round trip, otherwise reimbursed at lower rate.

☐ Agenda to support business purpose for subsistence meals and non-subsistence business meal(s).
  ☐ All meals circled (make a note next to meals not provided as part of the conference).
  ☐ Note by breakfast meals whether continental (e.g., rolls, cereal, fruit) or full (i.e., hot items: eggs, meat).

☐ Parking receipts: paid receipt dates must match business dates of travel.

☐ Taxi receipts: paid receipts with destination and business purposes noted on them.

☐ Shuttle receipts: paid receipts.

☐ Miscellaneous receipts (i.e., paid receipts for other modes of transportation).

☐ Allowable tip amount with purpose annotated in the corresponding Reference / Other Notes area. See Rates tab for tip details.

☐ Missing Receipt Affidavit completed and attached if expense > $25 and receipt was lost or not provided. If expense < $25, provide explanation in the corresponding Reference / Other Notes area on the form.

☐ Business Meals other than subsistence: documentation attached and allowable fund(s) used.
  ☐ Complete the Food, Beverage and Amenity Expense Documentation (FBAE).
  ☐ Paid itemized receipt (tip 20% or less).
  ☐ Discretionary or unrestricted funds used to pay for business meal(s).

☐ International Travel: approvals obtained and documents attached.
  ☐ Prior approval on TA authorizing business class airfare and/or federal per diem meal rate.
  ☐ If federal per diem approved: attach printout of Rate by Location and Breakdown of meals (Appendix B) Travel Reimbursements - Federal Subsistence Amounts, US State/Defense Department.
  ☐ Currency conversion and fee documentation attached.

☐ Original hard copy mailed to the Travel Office in Reese.

For detailed guidance, reference: UNCC Travel Manual

Rev. 9.15.2015_DRAFT