

TRAVEL REIMBURSEMENT CHECKLIST

I. AIRFARE

A. On-line airfare purchases must be accompanied by a Christian Travel quote with the voucher.

B. A receipt for on-line airfare purchases must show proof of payment, total amount paid, and have the traveler's name on the receipt.

II. BOARDING PASSES

A. Required for airfare or rail travel.

B. If a boarding pass is not available, a written explanation must be provided.

III. BUSINESS MEALS

A. List of participants in business meals on voucher

B. Original itemized receipt

C. Agency head designee signature on voucher

IV. COMPLETED REQUEST FOR TRAVEL. Include PR numbers on travel request form for:

A. Enterprise rentals

B. Airfare

C. Prepaid registration

D. Submit with the travel reimbursement voucher.

V. DATES OF TRAVEL AND LOCATION ON VOUCHER

VI. JUSTIFICATION MEMO: Must be provided when lodging is over allowable rate.

VII. ORIGINAL RECEIPTS OR OTHER PROOF OF PAYMENT

- A. "0" balance for hotel*
- B. "0" balance for registration*
- C. Parking*
- D. Gas*
- E. Tolls*

VIII. PRIOR APPROVAL. Agency Head Designee signature is required on all travel reimbursement vouchers, for the following:

- A. Non-employee*
- B. Lodging up to 150% of guideline*
- C. Four or more employees attending conference, workshop, or meeting*
- D. President must approve all out-of-country travel*

IX. REQUIRED SIGNATURES

- A. Traveler must sign and date travel reimbursement voucher PRIOR to the supervisor signature.*
- B. Supervisor must sign and date travel reimbursement voucher.*

X. TRAVEL SUBMITTED TO ACCOUNTS PAYABLE. Travel reimbursement vouchers must be submitted within 30 working days of last continuous trip. Exceptions must be explained in writing.

