

# JB Speed School of Engineering Business Center

## Travel Expense Reimbursement Check Sheet



ALL necessary receipts due at time of submission to the Business Center in order to be reimbursed. Late or forgotten receipts will not be accepted for reimbursement. Incomplete submissions will be returned to traveler until all paperwork is included with Check Sheet. Travel Reports are to be fully submitted/approved by Controller's Office within 60 days of return date/day expenses occurred to avoid a tax penalty.

Attach small receipts to 8x11 sheet of plain white paper and avoid taping over any printed material. **Credit Card statements must have all information blacked out except for Name, last four digits of card number and items being reimbursed.**

Name & Emplid

Department/Supervisor

Purpose of Travel (be specific)

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Completed

1. Speedtype(s) to be Charged  
(If receiving Dean's Office funding, approved email must be included).

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Completed

2. Dates and Time of Departure/Return and Destination

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Completed

3. Airline Paid Invoice  
(Either from Anthony or choice of Airline used and must be included whether being reimbursed or not.)

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Completed

4. Hotel Receipt  
(Itemized receipt showing \$0 balance and form of payment.)

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Completed

5. Mileage (if claiming)

(Per University policy, typically trips over 200 miles would be more economical using a rental vehicle.)

A comparison for cheapest form of travel must be included if personal vehicle is used.)

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Completed

6. Per Diem

(For conferences that include meals or hotels that provide continental breakfasts, per diem will not be reimbursed.)

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Completed

7. Conference Registrations

(Must provide detailed registration information.)

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Completed

8. Rental Car

(Include paid ITEMIZED invoice and it must be ENTERPRISE or NATIONAL per University guidelines.)

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Completed

9. Gasoline Receipts

(For rental cars or if not claiming mileage, on personal car.)

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Completed

10. Miscellaneous Receipts

(Cabs, Buses, Trains, Valet, Tips, Parking, etc.)

## INTERNATIONAL TRAVEL

An Out-of-Country Travel Authorization **MUST** be included for any out of country travel and **MUST** have been received prior to travel. All info on receipts must be translated in English and include a copy of the currency exchange rate in US Dollars for each receipt on date of travel expense.