



Reimbursement of Travel Expenses Checklist

SECTION ONE IS REQUIRED

Travel reimbursement assistance is available through the department administrative office. The traveler/requester should complete the checklist below and provide **ALL REQUIRED** documentation when requesting reimbursement. Missing documentation is the responsibility of the traveler/requester. *If ALL receipts are received electronically, please forward completed form and receipts to Linda Heffernan, heffernl@email.arizona.edu.*

Name of Requesting Faculty/Staff: <input style="width: 95%;" type="text"/>	EmpID: <input style="width: 95%;" type="text"/>	Acct # to charge <input style="width: 95%;" type="text"/>	Travel for (Check one): <input type="checkbox"/> In-State <input type="checkbox"/> Out-of-State <input type="checkbox"/> *Foreign	TA#-(if known) <input style="width: 95%;" type="text"/>
Purpose of Trip: <input style="width: 95%; height: 20px;" type="text"/>	Location (City, State): <input style="width: 95%; height: 20px;" type="text"/>	Departure Date: <input style="width: 95%; height: 20px;" type="text"/>	Return Date: <input style="width: 95%; height: 20px;" type="text"/>	If this travel includes personal days, please put dates on Page 2. Must provide flight comparison for business period only.
Designated Lodging (Check one): <input type="checkbox"/> Yes <input type="checkbox"/> No Was the room shared with anyone? (If yes, please list this individual, their affiliation to UA, reason for travel, and if they paid anything toward the expenses in the space below)				
<input style="width: 100%; height: 100%;" type="text"/>				

SECTION TWO Documentation Required for Travel Reimbursement Assistance

Air Travel:

- Documentation (such as e-ticket) and itinerary showing **proof of payment**.
- Any change fees or additional charges must have a valid business purpose. Explanation and supporting documentation must be submitted, this includes **proof of payment**.
- Baggage checked. Original receipts showing **proof of payment** must be included.

Ground Transportation:

- FOR DOMESTIC TRAVEL:** Receipts **REQUIRED** for **ALL** non-mass transit, parking; actual amounts for mass transit i.e., tolls, trains, bus **FOR INTERNATIONAL TRAVEL:** Original receipts for all ground transportation
- Mileage - specify starting point and destination. Document with Goggle Maps, MapQuest or equivalent. If odometer, provide on Page 2.
- Final itemized car rental showing **proof of payment**.
- GAS: Original itemized gas receipts (showing number of gallons and price per gallon)

Lodging Documentation:

- Final itemized hotel bill showing all hotel charge details with a **\$0.00 balance** and **proof of payment**.
- For designated hotels, a copy of page listing "designated hotel for conference/meeting with designated hotel rate" must be included to receive special hotel rate.

Business/Conference Related Meals:

Meals are reimbursement limits for actual costs incurred, not per diems or fixed allowances. If claiming meal reimbursement, do NOT need receipts.

Check all meals provided as part of the conference/meeting. You may be reimbursed for other meals according to UA policy. Additional days on Page 3						
Date: <input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 90%; height: 20px;" type="text"/>
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Registration Reimbursement:

- Copy of completed conference or meeting registration form showing ***proof of payment.***
- Copy of conference or meeting program/agenda noting if meals are included in the event.

Was a P-Card used for payment of any of these travel expenses? YES NO If yes, please remove expense from this form and submit on PCard Authorization Form.

Please add any comments/information that will help with reimbursement of your expenses. Provide odometer readings here.

Submitted by:

Phone #:

Date Submitted:

Business/Conference Related Meals:

Meals are reimbursement limits for actual costs incurred, not per diems or fixed allowances.

Check all meals provided as part of the conference/meeting. You may be reimbursed for other meals according to UA policy.

Date:	Date:	Date:	Date:	Date:	Date:	Date:
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