

TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

This checklist was compiled to assist with your pre-travel plans & submission of your post Travel Expense Reimbursement (TER) request. Here is a checklist of required documents to be submitted for the most common travel expenses.

- ✓ **Did you apply for and receive a travel award from KU such as a CLAS, Hall Center, Graduate Studies, or International Affairs award?** – Yes/No
 - **Yes** – provide a copy of the notification you received and if possible, the funding information for the award.
 - **No** – no information is needed.
- ✓ **Trip Departure and Return: dates and times and address(es)** – from & to work/home address
- ✓ **Flight itinerary** – departure & arrival times with itemized airfare charges
 - Please note that line items listed as additional charges to airplane seating are considered upgrades and cannot be reimbursed except when the flight segment is over 4 hours.
- ✓ **Daily itinerary of activities if not traveling exclusively to a conference**
 - Include travel days, seminar(s), research activities, business meeting(s), personal day(s), etc.
- ✓ **List personal days when adding personal time to a business trip.**
- ✓ **Did you receive a KUCR cash advance?** – Yes/No
 - **Yes** – provide the amount of advance.
 - **No** – no information is needed.
- ✓ **Mileage reimbursement** – Yes/No
 - **Yes** – Mileage is reimbursed based on the shortest available route from home or designated workplace, unless other documentation is provided which supports an acceptable alternate route.
 - For round-trip from Lawrence to Kansas City International airport (MCI), the standard 110 miles for KURES/UKANS funding will be used unless your home is closer to the airport.
 - **No** – Please explain why (ex: taxi, shuttle, shared ride).
- ✓ **Meals and Tips** – reimbursed as a daily per diem amount for meals and incidentals (M&IE) based on trip location.
 - Includes tips to maids/porters/door attendants/bellhops.
 - Must report meals provided to you, so your per diem is reduced accordingly.
- ✓ **Lodging receipt** – your name must be on the itemized receipt, please note if breakfast is provided by the hotel.
 - Be sure you ask for the government rate if possible and what is needed to get that rate (KU ID, KU Letter, KU/KUCR P-Card)
 - In KS/MO provide the KU or KUCR Sales Tax Exemption certificate at check in so they do not charge Sales Tax. The KS Sales Tax exemption cert on our P-Card sleeve. Concur does not send cert with reservation.
 - To obtain a copy, email KU Payables at payables@ku.edu for the KU certificate -or- complete this [Tax Exempt Request](#) form for the KUCR certificate.
- ✓ **Conference Registration fees** – receipt and conference agenda with itinerary are required (any meals provided should be listed on the conference agenda itinerary).
- ✓ **Other costs incurred during your trip** – provide itemized receipts (business name, date(s), and amount required on all receipts. Some types of receipts require additional information):
 - **Airport parking**
 - **Airline baggage fees**
 - **Airline Wi-Fi fees**
 - **Official business telephone, faxes, or internet access fees**
 - **Rental car** – itemized receipt with your name listed and breakdown of charges.
 - **Fuel for rental car** – itemized receipt with the number of gallons, price per gallon, total amount.
 - **Shuttle/Uber/taxi** – include explanation on receipt (ex: from hotel to airport; from airport to home; from hotel to meeting). Note: Ubers/taxis to meals are not reimbursable.
 - **Tolls**
- ✓ **Identify items pre-paid with a P-Card** – common items: airfare, conference registration fees, hotel, taxi.
- ✓ **Was any portion of your trip reimbursed or paid for by a third-party not affiliated with KU?** Yes/No
 - **Yes** – please provide detailed information including who or what was paid for (ex: rode in car rented by Jay Hawk; University of Florida provided lodging and shuttle service from hotel to meeting).
 - **No** – no information is needed.