

## Check List for Submitting Travel/Miscellaneous Reimbursement Claims

<b><i>BASIC INFORMATION</i></b>	
Am I using the most current Request for Reimbursement form? Please <b>discard</b> any previously saved versions of the form.	
Have I entered the Document Number in the upper right corner that corresponds to my travel request? Please submit a copy of the e-travel with your travel reimbursement request.	
Do I need to submit an amended request for unexpected costs or changes in travel dates before submitting my expense claim? Is this new document number entered on my expense claim?	
Is this a travel expense or miscellaneous expense claim? Please note the correct bubble on the form.	
Is the personal information and social security entered correctly? Is my address on the claim form current?	
Is the purpose of travel clearly stated with names and dates of meetings or conferences?	
Is the Distribution of Charges section completed including project #, appropriate acct #, etc.?	
<b><i>PER DIEM</i></b>	
As of 1/1/15, the standard US per diem is \$9.00 for breakfast, \$11.00 for lunch, and \$25.00 for dinner. If I want to claim more than the standard meal per diem allowable for travel for a high cost area within the continental US, have I obtained detailed, itemized food receipts? (Note, alcoholic beverages will not be reimbursed by the University.)	
Have I correctly entered the meal per diem for the foreign country/city to which I have traveled? See U.S. State Department Foreign Per Diem Rate on Travel Web-Site.	
Have I allocated my foreign meal per diem allowance correctly if I traveled from one city to another? Percentages of the M&IE rate: 15% for breakfast, 25% for lunch and 60% for dinner	
Have I eliminated any meals that were provided by others? Plane, conference, hotel?	
<b><i>RECEIPTS</i></b>	
Have I submitted all the necessary proofs of payment along with my receipts? ( <b>NOTE:</b> If I used a Visa and the last 4 digits of the credit card are not reflected on a receipt, I need to provide a <u>copy</u> of the charge from my credit card statement.)	
Have I correctly converted or recorded foreign receipts? Receipts must be converted on date of purchase. Please refer to Foreign Currency Exchange on Travel Web-Site <b>NOTE:</b> If I want to use my credit card statement instead of the conversion website to verify the amounts I paid for foreign receipts, I need to supply <u>copies</u> of my credit card statements pertaining to the charges.	
Do I need to amend a (Domestic) rental car receipt to eliminate insurances?	
Do I need to adjust any receipts (other than parking and hotel charges) to account for any Maryland Sales Tax?	
Have I adjusted my parking and rental car receipts to reflect any personal time?	
Are the phone calls or internet charges I wish to claim business-related?	
<b><i>MILEAGE</i></b>	
Have I entered any personal auto mileage I'm eligible to claim? ( <b>NOTE: per the State of Maryland, reimbursable mileage is any mileage in excess of a traveler's normal daily commute for all days of travel.</b> )	
<b><i>ITINERARY</i></b>	
Have I recorded my itinerary time and information correctly? Starting and Ending with "Home"? Itinerary times need only "a" for morning or "p" for evening.	
Have I included all stops and/or layovers and provided information to explain time gaps?	
Have I supplied a copy of my complete Flight itinerary with my claim?	
Have I supplied Bus or Rail itinerary information when traveling from one destination to another?	
Have I included any Personal Time taken under the itinerary section?	
<b><i>FINALLY,</i></b>	
Have I signed, printed name, phone and dated my claim form in the Traveler's section of the Signature area? Foreign Travel must have the next higher authority approval.	
<b><i>REIMBURSEMENT</i></b>	
It takes approximately 4 weeks for the payment to be processed once it gets to Accounting. Your reimbursement check will be direct deposited to the account where your payroll check is deposited. If you have checked your bank, you can also check when the State of Maryland will release your payment by going to the Travel Web-Site and reference Tracking A Payment.	