

Supporting Documentation Checklist

For Travel Reimbursements:

Statement of business purpose (Your cover page should explain the reason for your trip along with official travel dates)

For conferences/seminars: Business purpose documentation (program, invitation, or receipt of conference fees)

Airfare

Confirmation and receipt showing payment method and price paid

Trip itinerary

Boarding passes

Baggage fees: a receipt, if not prepaid

Ground Transportation

For buses/trains: receipt showing payment method and price paid; tickets

Personal cars: reimbursed dollar amount is calculated on AP Workflow by # of miles. To document your mileage, include documentation of driving routes using Google Maps. To calculate the reimbursable amount per mile see the current [Standard Mileage Rate](#).

Car services: receipt for payment made

Car rental: receipt for payment made

Lodging

Hotel: Final hotel folio or itemized bill for lodging and expenses charged to room *OR* a receipt for an online reservation showing payment method

**If not paying for lodging or provided from another source, your lodging situation should still be explained somehow in the supporting documentation for clarity of your trip.*

Meals

Receipts for each meal organized in order of occurrence and labeled (Breakfast, Lunch, Dinner, Snack)

OR

Per Diem (M&IE only; has to be overnight travel): proof of rate for specific travel location at time of visit

→ [GSA rates for the 48 contiguous states](#)

→ [Department of Defense rates for Hawaii, Alaska, and U.S. Territories and Possessions](#)

→ [State Department rates for international travel](#)

**When reporting meal and incidental expenses for reimbursements based on the per diem rate, you are required by the U.S. General Services Administration to prorate the meal and incidental expense allowance for the first and last day of your trip. The first and last calendar day of travel is calculated at 75% of the locale's per diem.

Currency Conversions

Documentation of conversion calculation

→ Expenses paid in foreign currency should be reported in U.S. dollars with the conversion calculation included in the supporting documents.

→ Tip: The easiest way to do this is to use this [Travel Expenses Calculator](#).

Advance

If you requested an advance for this trip, include the supporting documentation of that advance for reference.

For Travel Advances:

Statement of business purpose (Your cover page should explain the reason for your trip along with official travel dates)

For conferences/seminars: Business purpose documentation (program, invitation, or receipt of conference fees)

Flight

Confirmation and receipt showing payment method and price paid

Itinerary

Hotel

Reservation and receipt showing payment method and price paid

Per diem (meals only)

Per Diem (M&IE only; has to be overnight travel): proof of rate for specific travel location at time of visit

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For Business Meals:

Itemized receipt for meal

- **Underline the alcohol expenses, if any.** When the expenses include alcoholic beverages, the report should specify the cost and charge it to account 65183.
- An itemized bill is preferred, but if the establishment does not provide one, summarized receipts will suffice.
- Gratuities can also be reimbursed, but should not exceed 20% of total meal cost.
- Take note of each guest's name and affiliation; include this in the cover sheet.

For Books, Online Purchases, Membership Dues, or Other Miscellaneous Expenses:

Receipt for each order that includes confirmation of your payment method, price paid and date

If you are missing any documents that pertain to this request, you must fill out and upload the [Missing / Inadequate Documentation Form](#) to be part of your supporting documentation. This form is not required for 1) non-food expenses under \$75, 2) business meal expenses incurred in establishments that do not issue itemized receipts or for which original itemized receipts have been lost, or 3) situations where the payee opts for the per diem option.