

JRSO Travel Expense Checklist

Complete and sign expense report before submitting it

Ground Transportation

- **Train:** Submit **train boarding passes** or **receipts for boarding passes**
- **Mileage:** Specify **mileage starting point** and **destination**; document with Google maps or equivalent.
- **Car Rental:** Arrange through the Travel Administrator to avoid incurring personal liability for unallowable costs. The cost of additional liability insurance is NOT allowable except in foreign countries.

Lodging

- **Reservations:** Submit **email confirmation** and **proof of payment** for online hotel bookings.
- **Checkout:** Submit **itemized hotel bill** showing hotel charge details and **proof of payment**.

Meals

- **Meal Expenses:** Are reimbursed on the per diem method according to federal approved rates. For the travel destination, travelers may be reimbursed up to 75% of the per diem rate while in travel status (en route to destination) and 100% on the day on arrival at the destination.
- **Per Diem Rates:** Contact Travel ([Theresa Jones](#); 5-8746) for **per diem rates** that apply to your travel.
- **Meal Exclusions:** Exclude **any meals included with your room rate** from your expenses.

Foreign Travel

- **Foreign Currency:** Verify receipts issued in foreign currency by a **credit card statement** or the **OANDA website**
- **Fees:** Supply Travel with the **credit card statement** and **receipts** as proof of the rate and fees charged to your card.
- **Conversion Rates:** Go to www.oanda.com for cash conversion rates. Use the conversion rate for the first day of travel.

Expenses for which receipts are required

- Submit **original receipts** and **proof of payment** for single expenses of \$75 or more.
- Types of expenses include taxi, fuel, baggage fees, laundry, telephone charges, foreign transaction fees, and conference registration (submit **registration confirmation and proof of payment**).

***Please submit signed expense reports within 30 days
of completed travel.***