En Route Checklist for Travelers

Use this checklist to ensure that you collect the appropriate information for your travel reimbursement request.

Collect and submit, as soon after end of trip as possible, receipts/documentation for the following:

☐ Airline ticket receipt and itinerary
  o Baggage check receipts
  o Premium seating, early boarding and other similar charges are not allowable.

☐ Itemized hotel receipt, indicating payment in full has been made. Include explanations for any other occupants of the room.
  o Reimbursement allowed for Room and Tax charges ONLY
  o Unallowable item examples:
    ▪ Room service (claim via per diem)
    ▪ In-room movies
    ▪ Bar charges
  o Internet charges allowable with documented business need

☐ Receipts for ground transportation and/or parking, tolls, etc.

☐ Rental car receipt and related fuel receipts.
  o DO NOT purchase supplemental insurance coverage; not allowable
  o DO NOT pre-pay for fuel with rental company; fill vehicle before returning it
  o GPS only allowable with documentation of PRE-APPROVAL by department head

☐ Conference/event registration fee receipt.
  o Provide a copy of the conference brochure

☐ Any other necessary business expenses incurred during trip. Fully explain the business need for these expenses.
When driving:

☐ When traveling out of state, if driving due to personal preference, provide documentation of what cost to fly would have been.
  o 3 lowest airfare quotes for business travel dates from a site such as Expedia or Travelocity (obtain in advance of trip)
  o Provide quotes for cost of appropriate ground transportation
  o Allowable amount is lower of mileage or total cost of air travel

☐ If nature of trip required travel by vehicle, provide adequate explanation.

☐ If a personal vehicle was used on the trip, keep track of beginning and ending odometer readings.

☐ Miles claimed may not include personal travel or commuting.

☐ Note that if travel is within New Mexico, the UNM mileage chart should be used.

☐ Any mileage claimed in excess of the standard mileage must be explained.