Desktop Checklist for Chrome River Travel Report Preparers

Following items should be included/addressed on Travel Report:

- Airline ticket receipt and itinerary
  - Premium seating, early boarding and other similar charges are not allowable
  - If traveler did not fly directly to business destination, provide 3 lowest quotes for business travel dates from a site such as Expedia or Travelocity to document what cost would have been

- Itemized hotel receipt, indicating payment in full has been made.
  - Reimbursement/payment allowed for Room and Tax charges ONLY
  - Unallowable item examples:
    - Room service
    - In-room movies
    - Bar charges
  - Internet charges allowable with documented business need

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

- Rental car receipt and related fuel receipts.
  - DO NOT include charges for fuel prepaid with rental company
  - GPS charges OK with evidence of PRE-APPROVAL by dept head

- Conference/event registration fee receipt.
  - Include a copy of the conference brochure

- Any other necessary business expenses incurred during trip. These should be fully explained in the Travel Report.

- Ensure that you provide a full and complete University Business Purpose for the travel, including how the travel benefits UNM.
  - DO NOT merely state that the individual traveled to (destination) to attend (event); explain WHY

When driving:

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

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

- Miles claimed may not include personal travel or commuting.

- Any mileage claimed in excess of the distance to the destination per Google Maps be explained.

- Mileage reimbursements for local travel should be submitted MONTHLY.