

## Travel Reimbursement Checklist

Reimbursement can take about 6 weeks for processing. To expedite payment, apply for

Direct Deposit: [http://web.uconn.edu/acctpay/forms/employee\\_eft\\_form.pdf](http://web.uconn.edu/acctpay/forms/employee_eft_form.pdf)

Organize and submit documents as applicable:

- Request for Travel Approval form—actual travel dates must be within approved dates, reimbursement must be less than or equal to approved amount
- Award letter
- Registration: paid with ProCard or payment confirmation
- Flight itinerary, for travel dates and time, cost and meals provided
- Boarding passes or other receipt for any out of state trip to show destination was reached
- Agenda: for program dates, location, purpose, meals provided
- Baggage receipts
- Rental Car and gas receipts:
  - Car rental agency other than Enterprise—prove lower cost, provide comparable Enterprise cost
  - Do NOT use fuel service option. Fill tank before returning
  - Original receipts showing paid in full
- Mileage: using personal vehicle, including to and from airport.
  - Mileage of commute from home to duty station will be subtracted from mileage from home to airport
- Toll receipts
- Taxi or shuttle receipts
- Lodging: up to 125% of lodging per diem rate (see Travel website above)
  - Internet, fax, computer
  - No alcohol, movies, etc. Room service and food covered by per diem for meals
- Meals: Identify B, L, D to be claimed each day, and which meals were *provided to* traveler.
  - Per Diem covers incidental expenses including tips.
  - \*Per diem is preferred by our department for reimbursement
  - Receipts: If submitting actual receipts, provide original itemized receipts, *not just credit card payment*. NO alcohol will be reimbursed
- Parking receipts, other than Bradley Airport
- Advance: If expense was less than advance, provide check *payable to UConn* for the difference
- Indicate if any travel days were personal travel days
- Business meals while traveling may be reimbursed: provide receipt, business purpose and names of participants.