

College Planning & Institutional Effectiveness

Travel Request and Reimbursement Documentation

The traveler submits the below required documentation to the Dean/Director/Supervisor six weeks prior to the date of activity. The proposal is reviewed to ensure the expenditures are reasonable and that funding is available.

Required documentation:

- 1. Request for Attendance at Off-Campus Activity, form TR3-F1 (rev 7/15/10)***
- 2. Lodging reservation quote (including cost of parking)***
- 3. Transportation quote (MapQuest, and/or flight, train, shuttle, etc.)***
 - a. Note; mileage rate for 2016 is .54% per mile.***
- 4. Activity/Event announcement/registration (description of activity and cost)***
- 5. Activity agenda (description of offerings and meals provided)***

Travel Reimbursement Documentation

The traveler submits the below required documentation to the Keycode Manager within two weeks after travel. Only submit information/documentation for reimbursable expenses that were approved.

Required documentation:

- 1. Travel Expense Claim, form TR1-F2***
- 2. Copy of Approved Request for Attendance at Off-Campus Activity***
- 3. Original hotel receipts (Credit card receipts are not acceptable)***
- 4. Transportation – MapQuest for mileage (.54 per mile), and/or commercial carrier, train, shuttle, cab receipts.***
- 5. Original parking receipt***
- 6. Registration receipt***
- 7. Original itemized receipts for meals not covered by the conference up to \$55 a day. (This is not a blanket stipend of \$55 per day; reimbursement will be for reasonable expenses only.)***