

EXPENSE REPORT TIPS



AIRFARE OR TRAIN



- Receipt should show that Economy/Coach Class was purchased
- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the airfare receipt
- Main Cabin Extra, Preferred Seating, Delta Comfort, Extra Leg Room, American Airline: Paid Seat is not reimbursable & cannot be included in the total amount being reimbursed



BAGGAGE

- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the baggage receipt
- An excessive baggage fee charged due to personal property needs to be deducted from the expense report

HOTEL



- Itemized hotel folio needs to be attached
- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the hotel receipt
- Deduct any days the hotel room was not used for approved business purpose travel
- Any meals charged on the hotel folio need to be deducted from the hotel amount being reimbursed
- Any room upgrade fees (ex. Hotel suite) are not reimbursable & cannot be included on the expense report

MEALS/ EXPENSES & ADJUSTMENTS

- Attach the conference agenda
- Utilize the Travel Allowance feature in Concur to apply per diem
- Any meals provided by the conference need to be deducted from the per diem
- Per diem for personal travel days needs to be excluded



INTERNATIONAL RECEIPTS

- Currency converter feature should be utilized to convert receipts that are in a foreign currency
- Lodging and food per diem rates apply: [U.S. Department of State | Home Page](#)
- Credit card statement should be included showing amount paid in USD



EXTRA TIPS

- Include receipts for expenses over \$35
- Timely submission:
Day Travel must be submitted 45 days after monthly travel has been completed
Overnight Travel must be submitted 30-45 days after travel has been completed



TAXI/ SHUTTLE/ UBER/ LYFT



- Receipt or expense line item should include the departure and return location of the trip
- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the taxi/shuttle/Uber/Lyft receipt
- Uber/Lyft Premium Services are not reimbursable
- Uber/Lyft Priority Pickup Upgrade is not reimbursable

RENTAL CAR



- Receipt should show that Economy Class was purchased
- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the rental car receipt
- Deduct any days the rental car was not used for approved business purpose travel

PARKING



- Economy lot must be utilized
- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the parking receipt
- Parking lot services such as White Glove Service are not reimbursable & cannot be included in the total amount being reimbursed

MILEAGE

- For day travel, the business purpose of the travel needs to be included in the "purpose of the trip" field. Ex. Event name, project name, etc.
- Deduct normal work commute if travel occurred on a normal workday (make a comment if there is a special circumstance like a scheduled remote day/holiday)
- The mileage calculator must be used and applied to all personal car mileage entries
- A physical street address must be included on all mileage entries
- If utilizing paper forms, the Google Map copy needs to be attached showing the route being reimbursed