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



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



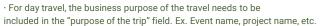
- · Receipt should show that Economy Class was purchased
- · Proof of payment needs to be present credit card statement or copy of the credit card that matches the last 4 digits shown on the rental car receipt · Deduct any days the rental car was not used for approved business
- purpose travel

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



- · 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
- \cdot If utilizing paper forms, the Google Map copy needs to be attached showing the route being reimbursed

EXTRATIPS

- Include receipts for expenses over \$35

