EXPENSE REPORT TIPS



· 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



· 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

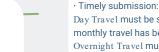


INTERNATIONAL RECEIPTS

· 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

· 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

ΞΞ

Day Travel must be submitted 45 days after monthly travel has been completed Overnight Travel must be submitted 10 days after travel has been completed

EXTRATIPS

Include receipts for expenses over \$35

\$