

## **CHECKLIST FOR DOMESTIC TRAVEL**

You are expected to pay upfront for lodging, meals, parking, shuttle or other transportation. You can limit your out of pocket costs by having the following expenses charged to the department credit card:

- Airfare
- Conference/Event Registration fee

When traveling domestically, you will be allowed one day each way on your trip to and from the event. Try to keep this in mind when booking, as lodging, meal per diem and parking will not be reimbursed when outside of those dates - and can be really difficult to justify to accounts payable. When submitting paperwork for reimbursement, please provide the following (all receipts must state method of payment, if credit card, must list last four digits) .

- Airfare receipt (or itinerary if not requesting reimbursement)
- Dates of eventual personal time (you are entitled to 2 extra travel days to get to and from conference or event)
- Original Airport parking ticket
- Car rental receipt
- Shuttle receipt
- Meals receipts if not claiming per diem (NO ALCOHOL) (per diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>)
- Hotel receipt (conference hotel or alternate hotel?) (max. allowance: <https://www.gsa.gov/travel/plan-book/per-diem-rates>)
- Registration/Event receipt
- Conference announcement or invitation with event dates
- Other claims