

Checklist for Processing Expense Reports

Expense Item	Audit For	Details
Conference Registration Fee	Add-on events	Not allowable on T/P Card. Events with a meal included may be claimed as part of Meals per Diem.
Airfare	Travel dates	Must be within travel window.
	Fare type	Must be Economy airfare.
	Luggage	One bag each way is reimbursable.
	Travel insurance	Only allowed for airfare >\$1,000.00.
	Purchase Date	<14 days requires a signed TEF.
	Comparison Flight	Required when travel dates or fare type are not reimbursable.
Hotel	Travel dates	Must be within travel window.
	Folio	Final folio must not have a balance due.
	Name on folio	Should match Expense Payee. If name does not match, need explanation.
	Itemization	Room rate and tax must be itemized correctly.
	GSA lodging max	TEF required if ≥ 1 night over GSA lodging maximum.
Non-Hotel Lodging	Approval	Requires documented approval from T&ER Manager and/or Strategic Sourcing Director.
	Travel dates	Must be within travel window.
	Supporting documentation	Documentation showing cost savings should be attached with the approval documentation.
Car Rental, in-state	Trip Optimizer	In-state rentals must be supported by a Trip Optimizer.
	Travel dates	Must be within travel window. If rental was picked up/dropped off early/late, supporting documentation (e.g., screenshot of rental agency business hours) must be included.
	Vehicle type	Compact, economy, full size.

		Other vehicle types require approval from T&ER management.
	Fuel	Date, location, gallons pumped, and price of fuel must be indicated on receipt.
Car Rental, out-of-state	Approval	Requires documented approval (i.e., TEF) from T&ER Manager and/or Strategic Sourcing Director.
	Supporting documentation.	Documentation showing cost savings should be attached with the approval documentation.
	Travel dates	Must be within travel window. If rental was picked up/dropped off early/late, supporting documentation (e.g., screenshot of rental agency business hours) must be included.
	Vehicle type	Compact, economy, full size. Other vehicle types require approval from T&ER management.
	Fuel	Date, location, gallons pumped, and price of fuel must be indicated on receipt.
Ground Transportation, Rideshare	Travel dates	Must be within travel window.
	Fare type	Must be standard fare. Non-standard fare must have an accompanying RideGuru comparison.
	Ride purpose	Must be indicated. Allowable rides include: Rides to/from airport. Rides to/from event site. Rides to/from business meeting. Rides to/from meals, when ≤ 2 miles.
	Itemization	Add-on fees are not reimbursable. Tips are not reimbursable.
Meals	Travel dates	Must be within travel window.
	Itemization	Receipts must be itemized.
	Number of guests	If multiple guests are indicated on a meal receipt, receipt must indicate which meal items are being claimed for reimbursement.
	Alcohol	Tip and tax proportionate to alcohol expense must be deducted from receipts.
	Tip	Cannot exceed 15% of meal subtotal.

Mileage, in-state	Mileage	Must be calculated by Workday or supported by Google map(s).
	Documentation	Travel memo and/or business justification indicating purpose of travel. Mileage log (or equivalent) for ERs with multiple trips being claimed.
	Expense Date	Must be within the same month of the mileage claimed.
Mileage, out of state	Driving vs. Flying	Out of state mileage must be supported by a DvF.
Parking	Approved transportation method	Parking is only reimbursable with an approved rental or out of state mileage supported by a DvF.
	Economy	Only the most economic rate of parking at the parking site is reimbursable.
	Valet	Must be supported by information from hotel indicating valet is the only parking option available.
	Travel Dates	Must be within the travel window.
Baggage Fees	Quantity	Only one bag each way is reimbursable.