

TRAVEL REIMBURSEMENT CHECKLIST

Completed Travel Reimbursement Form must be received by Financial Accounting within 45 days after travel.

- E# (Banner Travel Number)** - Fill in the E# associated with this trip. Issued by Procurement when processing the Request to Travel (located at the bottom the Request form).
- A# (Banner ID Number)** - Fill in your A# or Vendor ID number (**not** your Employee ID number).
- Name and Address** - Fill in your Home Address.
- Fund and Org** - Fill in Fund and Org used on the Request to Travel (located at the bottom of the Request form).
- Departure Date and Time** - Complete with the date and time actual travel began and where you departed from (home or work). Make a notation if dates of business activity or conference dates are different than actual travel date.
- Return Date and Time** - Complete with the date and time actual travel ended and where you returned to (home or work). Make a notation if dates of business activity or conference dates are different than actual travel date.

MEALS, MILEAGE, OTHER EXPENSES *(middle of the form)*

- Meals** - Fill in each date of business travel. For meals you are eligible for reimbursement, fill in the meal box (breakfast, lunch, dinner) with the meal allotment amount per your Collective Bargaining Agreement (see current agreement for rates). Total each day (across) and then total the entire trip (down). Meals provided by a conference/meeting/event or by the hotel are not eligible for reimbursement (omit from form).
- Mileage** - Attach MapQuest or Google Map directions for Actual Travel and for a Normal Commute, if applicable (see Travel FAQ's for guidance). Using the number of miles from the direction sheet, calculate the mileage reimbursement (Number of Miles x Rate = Total). Total the entire trip (down).
- Other Expenses** - List all other eligible expenses (ex. taxi's, baggage, shuttle, tolls, train, parking, etc.). Total all other expenses (down).

EXPENSES *(upper right of the form)*

- Expense Total** - Fill in the total cost of the expense.
- PCard Payments or Advances** - Fill in payments made by the University for that expense (ex. Travel Advance Payment, PCard, etc.)
- Total Due** - Expense Total less PCard Payments or Advances = Total Due or amount requesting for reimbursement.
- Airfare** - Attach the receipt showing the flight details as well as the proof of payment.
- Hotel** - Attach the itemized folio received at checkout showing a zero balance/proof of payment. Be sure any non reimbursable or personal items are omitted from reimbursement.

- Meals** - Fill in the Total amount calculated for meals in the bottom section (no receipts required).
- Mileage** - Fill in the Total amount calculated for mileage in the bottom section. If the final destination is out of Massachusetts use 7004 Out of State - Mileage (ex. Bradley International Airport).
- Other** - Fill in the Total amount calculated for other expenses in the bottom section.
- Rental Car/Fuel for Rental Car**- Attached the itemized receipt(s).
- Registration** - Attach receipt showing proof of purchase. If registration is not being paid by the University, attach proof of conference/meeting registration and attendance.
- CC Employees** - Travel for Part-Time/Seasonal/Temporary contracted employees. Complete all steps above and attach required receipts and check off the you are a part time CC employee.
- Total Due** - Total all the expenses in the Total Due column for total amount requesting for reimbursement.
- Travel Description** - Complete with a description of travel.
- Traveler's Signature**
- Department Chair/Supervisor Signature**
- Encumbrance** - Verify there are enough funds in each line item (account) to cover your reimbursement. If an increase is required, obtain written approval (email is acceptable) from the Department/Chair Supervisor and the Area Vice President and forward to Financial Accounting.

Where applicable, all receipts must be Original and Itemized. Do not submit receipts for expenses that have been paid directly by the University.

If you have any questions or if your travel circumstances are unique in any way,
please contact Financial Accounting at 572-5256.