

TRAVEL EXPENSE REPORT

CHECKLIST ✓

- Redact Personal Identifiable Information
- Provide detailed business purpose
- Attach itemized receipts (over \$75)
- Attach hotel folio with nightly rate breakdown
- Attach comparable airfare if taking personal travel
- Attach original itinerary when using Airfare Credit
- Include per diem rates if not using Travel Allowance
- Remove CDW/insurance from rental car total