

REQUIRED DOCUMENTATION FOR IN STATE TRAVEL

1. TRAVEL REIMBURSEMENT FORM- SIGNED AND FILLED OUT
2. ITEMIZED HOTEL RECEIPT (NOT EXPRESS CHECKOUT)
- 3.* RECEIPTS FOR ANY TYPE OF REIMBURSEMENT- MEALS EXCLUDED

REQUIRED DOCUMENTATION FOR OUT OF STATE TRAVEL

1. TRAVEL REIMBURSEMENT FORM- SIGNED AND FILLED OUT
2. ITEMIZED HOTEL RECEIPT (NOT EXPRESS CHECKOUT)
3. RECEIPTS FOR ANY TYPE OF REIMBURSEMENT- MEALS EXCLUDED
4. TRAVEL AUTHORIZATION FORM BEFORE TRIP IS TAKEN
5. CONFERENCE INFORMATION SHOWING PROOF OF CONFERENCE HOTEL SITE (MUST BE WHERE EMPLOYEE STAYED)
6. AIRLINE ITENERARY SHOWING PROOF OF TRAVEL AGENCY USED.
7. HOTEL ITENERARY SHOWING PROOF OF TRAVEL AGENCY USED
(*REQUIRED WHEN COMMERCIAL AIRLINE IS USED)

NOTE: MEAL AMOUNTS ALLOWED MUST SHOW ACTUAL EXPENSES FOR EACH MEAL (NOT \$10,\$15,\$20 BREAKDOWN)

*MEAL RECEIPTS ARE ONLY NEEDED FOR OUT OF COUNTRY TRAVEL