

**USF TRAVEL DEPARTMENT CHECKLIST
for PREPARERS OF TRAVEL EXPENSE REPORTS (TER)**

Your TER and supporting documentation will be audited by Travel Department staff using the following checklist. To avoid having your TER returned for correction, please review this checklist and make sure that items that apply to your TER are satisfied before the TER is submitted. Please see the USF Travel Website at <http://usfweb2.usf.edu/uco/travel/travel.htm> for contact information if you have questions.

GENERAL REQUIREMENTS

1. ____ Signature of an accountable officer.
2. ____ Traveler's name, signature, title and date.
3. ____ Traveler's supervisor's name, signature, title and date.
4. ____ Traveler's current address.
5. ____ Traveler's vendor id (or social security number for first time travelers) from FAST.
6. ____ President's signature for travel exceeding 30 consecutive days.
7. ____ Purpose of the travel and its benefit to the University.
8. ____ Original receipts (not copies) attached. Amounts must match TER.
9. ____ A memo, signed by the traveler, certifying amount for any receipt where amount is not clearly printed.
10. ____ All receipts securely taped to an 8 ½" x 11" sheet of white paper.
11. ____ Departure and return dates provided that match back-up materials.
12. ____ Correct calculations and totals.
13. ____ P-Card receipts attached for all expenses paid by pcard; airfare, car rental, lodging, etc.
14. ____ P-Card expenses itemized in appropriate column and listed under "Pcard Charges or State Direct Payments" at the bottom of form.
15. ____ Companion traveler's TER attached for cross-referencing when a hotel room or any other expenses are shared.
16. ____ An explanation for any expense not being claimed for auditing purposes (paid by other entity, traveler out of pocket, etc.).
17. ____ Memo signed by student stating expenses were paid by X and no additional reimbursement claimed when traveler pays student expenses.
18. ____ Explanation and/or justification for any items of an unusual nature.

AIRFARE

19. ____ Airline itinerary and receipt showing fare paid.
20. ____ Only coach/economy class fares have been claimed.
21. ____ Business justification for change fees/penalties.
22. ____ An airline quote for dates of travel from headquarters directly to and from business destination, when personal and business travel are combined.

GROUND TRANSPORTATION

State Vehicles

23. ____ License number and gasoline receipts attached.

Rental Car

24. ____ Rental and gasoline receipts attached.
25. ____ Justification for rental car larger than sub-compact or compact.
26. ____ Justification for use of rental car company other than Avis (contracted rental car company – contract number A113400).
27. ____ Justification for primary insurance, LDW or CDW (only allowable with justified use of company other than Avis).

Mileage

28. ____ Map mileage printout from MapQuest, Yahoo, DOT, etc. attached.

29. _____ Vicinity mileage (within a destination city). Over 40 miles must be justified.
30. _____ Mileage log with multiple vicinity trips: point of departure is clear and address of destination is provided.
31. _____ Mileage allowance is not more than 44.5 cents per mile.
32. _____ Driving vs. flying: if claiming long distance mileage, printout of airline quote for dates of travel. (Lesser amount will be reimbursed).

Other Ground Transport

33. _____ All Taxi and shuttle receipts attached, regardless of amount.
34. _____ Receipts for storage, parking and tolls over \$25 are attached.

CONFERENCES, CONVENTIONS AND FORMAL MEETINGS

35. _____ Travel Authorization Request (TAR) attached for all conferences or conventions.
36. _____ Receipt for all registration fees, showing all included meals.
37. _____ Full agenda or schedule-at-a-glance for all conferences or conventions.
38. _____ If paid registration includes membership fees/dues, a copy of the Open Records Statement must be provided (available on USF Purchasing website).

LODGING

39. _____ Itemized hotel receipt (daily room rate + tax) showing zero balance due attached.
40. _____ Justification for late check-out or other than single occupancy.
41. _____ Justification for hotel stay 50 miles or less away from headquarters.
42. _____ Justification and Dean/Director level approval for room rate over \$200.00 when conference hotel is not used.

MEALS

43. _____ GSA printout showing meal allowance for area. *Don't forget to subtract the incidental rate (normally \$3) from the Meals & Incidental Expense rate to arrive at the meal allowance.*
44. _____ Calculations for first and last day of travel exceeding 24 hours when using the GSA rates: (meal allowance for area - incidentals - any meals provided) x 75%.
45. _____ Meals provided with paid registration are deducted from daily allowance (explain clearly in notation on TER).
46. _____ Times of travel and full conference agendas are provided for calculation of meal allowance.

OTHER EXPENSES

47. _____ Communication receipts (internet access charges, business calls, etc.) attached (list under "Other Expenses" column on TER, if part of hotel receipt—do not include with room rate + tax in lodging column).
48. _____ Justification for portage expenses over \$10.00 per trip.

FOREIGN TRAVEL

49. _____ Printout from source of foreign currency conversion rate for dates of travel.
50. _____ US Department of State printout for meals and lodging rates minus incidentals for area on the dates of the travel.
51. _____ US Dept of Defense printout for meals and lodging rates in non-contiguous US and areas of US possession.