

CHECK LIST FOR FILLING OUT ATHLETIC TRAVEL REIMBURSEMENT FORM

Make sure you list all expenses, including P-Card, Direct Billed, RFP, etc.

- Complete top section of form. (Name, Employee #, Organization to be charged, Purpose of Travel, Destination, # of Travelers, Departure & Return Date/Time, Type of Transportation).
- Traveler MUST sign & date that they are duly licensed.
- PRE-APPROVAL, Account Manager needs to enter an amount authorized, sign and date.
- Submit form within 60 days of travel completion.
- Enter amount for meals along with the # of people that attended. Attach receipt**
Enter the amount of per diem on each day. Use the Per Diem Calculator on the travel web site (<http://www.eiu.edu/purchase/travel.php>) for assistance. Deduct ANY meals provided.
- In the “Lodging” box, click “Y” box if lodging is at the conference hotel, then list the daily room rate, including tax. Attach receipt**. (Make sure the receipt shows a \$0.00 balance)
- Enter dollar amount of gasoline, if used a courtesy car, or rental car. Attach receipt**
- Enter miles driven (only if personal auto was used), and multiple by current mileage rate.
- Enter amount for transportation (air, train, etc). Attach receipt**
- Enter any reimbursable expenses under “Other Expenses”. i.e: internet usage/phone calls, etc. If these charges are over \$10.00 a receipt MUST be attached.**
- The traveler must sign & date certifying that all of the information is correct.
- If the amount of “TOTAL EXPENSES” on the travel form doesn’t exceed the “Amount Pre-Approved” the account manager does not need to re-sign the form.
- If the amount of “TOTAL EXPENSES” on the travel form does exceed the “Amount Pre-Approved” the account manager MUST re-sign the form.

**Attach original paid receipts—UNLESS the expense was paid by P-Card, reimbursed on a RFP, etc., in which case you would need to attach a COPY of the paid receipt.

If you have any questions, please contact Deb Smith 581-7745