

# OFFICE OF RESEARCH ADMINISTRATION

## CHECKLIST FOR TRAVEL EXPENSE REPORTS

*This checklist is intended as a training tool but may be required in the event of a corrective action.*

### APPROPRIATENESS AND POLICY

\_\_\_ Allocation methodology has been applied and documented. Employee is paid from the grant(s) being charged or exception has been documented.

\_\_\_ Travel is allowable under the sponsor's guidelines and can be shown to provide direct benefit to the grant project aims.

\_\_\_ A conference brochure (including dates of meeting) is included, if applicable. *It is not necessary to upload the entire brochure, just the cover and sections that address meals provided.* If the travel is not related to an organized conference, the business purpose of the trip is documented.

\_\_\_ Travel falls inside the time frame of the grant begin/end dates and funds are available.

\_\_\_ **EACH cost** has been reviewed for reasonableness. Reviewer concurs that a prudent person would have incurred this charge at this rate.

\_\_\_ RACE approver has reviewed TJU travel policy #102.68 and can attest that all costs are consistent with that policy.

\_\_\_ The request has been submitted to RACE within **60 days** of the last day of travel.

\_\_\_ University **Prior** Approval System (UPAS) approval has been obtained for any foreign travel (including Canada).

\_\_\_ Receipts are attached for all items over \$25.

### AIR TRANSPORTATION

\_\_\_ Airfare costs do not exceed the lowest priced economy (coach) accommodations for flights of 6 hours or less. An upgrade to business class may be acceptable for flights greater than six continuous hours. For flights less than six continuous hours, upgrades are not permitted on sponsored projects unless there is a documented medical exception.

\_\_\_ Receipt (proof of payment) is included; reservation is not sufficient.

\_\_\_ No more than 2 checked bags (each way) have been reimbursed.

\_\_\_ For foreign travel charged to a federal grant, a US air carrier (or code share flight) has been used in compliance with the Fly America Act and Open Skies Agreement.

\_\_\_ Valid explanation for any change (rebooking) fee is documented.

### RAIL TRANSPORTATION

\_\_\_ Coach accommodations must be used for all travel. Acela express service may be reimbursed only when the commute exceeds three hours, or the upgrade is the only available means of arriving on time. (Exceptions should be documented within Concur).

### AUTOMOBILE

\_\_\_ Supporting documentation for mileage reimbursements is included. (Concur will calculate mileage based on start/end points in the system.)

\_\_\_ For vehicles rented in the US, reimbursement does not include insurance.

### LODGING

\_\_\_ Reimbursement does not exceed the rate for a standard room.

\_\_\_ An itemized hotel statement is required, including proof of payment.

### MEALS AND PER DIEM

\_\_\_ Any expense for alcohol (including related taxes) has been removed and will not be charged to a sponsored program. Receipts have been modified to clearly show that alcohol has been removed.

\_\_\_ Per diem allowances have been adjusted for meals covered by conference registration fee (refer to pertinent section of conference brochure for details) or hotel payment, where continental breakfast may be included.

\_\_\_ Per diem rates are calculated at 75% for the first and last day of domestic travel (does not apply to international travel). Per diem is calculated at rate of conference location (which may be different from airport location) and matches the travel dates.

\_\_\_ If not using the per diem option, a **detailed** receipt is required if meal cost exceeds \$25 for lunch and \$50 for dinner (per person).

\_\_\_ Either per diem or actual cost reimbursement option has been used for the entire trip (not just on selected days).

\_\_\_ If meal reimbursement includes more than one person, list attendees on the receipt along with their role on the project.

**Finally: Have you reviewed this request well enough to defend it in an audit? Do not approve it for payment unless the answer is YES.**