

FINANCE & ACCOUNTING

Travel Check List (Before/During/After)

This list is not all-inclusive.

Detailed Information is in the Travel Manual at www.fa.ucf.edu >Accounts Payable>Travel Payables

- 1. Does the department/project used have sufficient funds?
- 2. Employee travel exceeding 30 days requires President's (or designee's) approval.
- 3. Is a copy of the registration form/information included showing the cost of the registration fees and documentation showing payment if requesting reimbursement or paid by UCF Pcard?
- 4. Is there an airline flight itinerary and passenger receipt attached if applicable?
- 5. Do per diem amounts and times match the itinerary?
- 6. Do the departure and return dates match the itinerary?
- 7. Do the times shown allow the traveler to claim all listed meals?
- 8. Are itemized receipts attached for:
 - Lodging (single room rates)? Transportation, Tolls & Parking (if greater than \$25)?
 - Gasoline (station imprint) Business Telephone calls?
 - Misc. purchases of goods or services necessary for official business?**
- 9. If foreign travel was performed, is a foreign currency conversion included from oanda.com for the date each payment was made, and/or is a receipt included for a currency exchange?
- 10. Is written justification provided for:
 - Any penalty, exchange or late fees?
 - **AVIS is the university's contracted agency for vehicle rentals.** For rental from other than AVIS or other than a Class A or B vehicle (unless adequately justified) excess cost must be reimbursed to the university.
 - In-state/out-of-state hotel single room rate (before taxes) greater than \$200?
 - Other than coach/economy class airline ticket?
 - Any items of an unusual nature?
- 11. Does the map mileage match the mileage tables in the Travel Manual or Mapquest, with all other mileage listed as vicinity mileage? Actual odometer mileage can also be used and must be so noted on the reimbursement voucher.
- 12. Are all claims for personal mileage eliminated (such as travel from place of residence to UCF)?
- 13. If a university vehicle was used, did you list the state license tag number?
- 14. Do amounts claimed match the original documents?
- 15. Are all receipts that are less than 8 1/2" x 11" securely taped to a full sheet of white paper?
- 16. Are all amounts clearly shown on the receipts? If not, have the amounts & dates claimed been certified (requires traveler's certification with signature)?
- 17. Is there a detailed agenda attached for conferences/conventions/formal meetings showing location, dates, times and meals provided?
- 18. Are meals provided at the conference/convention/formal meeting or otherwise not claimed for reimbursement marked as COMP?
- 19. Is a copy of other UCF traveler's reimbursement voucher included if some of their expenses were paid by this traveler?
- 20. Is the statement of benefit to the university listed?
- 21. Are all calculations and totals correct?
- 22. Are the traveler's name, signature, title and date signed shown on the reimbursement voucher?
- 23. Are the supervisor's name, signature, title and date signed shown on the reimbursement voucher?
(once dated send to F&A immediately)