

RESIDENT TRAVEL REIMBURSEMENT – RECEIPT CHECKLIST

ORIGINAL, ITEMIZED RECEIPTS MUST BE SUBMITTED – COPIES NOT ACCEPTABLE

NAME OF CLAIMANT: _____

EMAIL ADDRESS OF CLAIMANT: _____

ADDRESS OF CLAIMANT: _____

DATES OF TRAVEL: _____

PURPOSE OF TRAVEL: _____

LOCATION OF TRAVEL: _____

ACCOUNT TO BE CHARGED: _____

AMOUNT TO BE REIMBURSED: _____

SIGNATURE OF CLAIMANT: _____

SIGNATURE OF DIVISION APPROVER: _____

FLIGHTS

_____ Flight itinerary showing flights AND cost

_____ Credit card statement if flight purchased online

_____ Boarding passes or letter stating electronic check in used

_____ Lost boarding passes letter, stating lost and won't be claimed elsewhere if they are lost

TRAVEL BY CAR

_____ Google map showing clearly start and finish and mileage claimed (X2 if return)

_____ Itemized receipt for car rental, credit card statement if paid online (con't)

_____ Itemized receipt for gas for rental car

_____ Itemized receipt for parking if it is being claimed

TRAVEL BY TRAIN/TAXI/LIMO

_____ Itemized receipt for train/limo/taxi (card from taxi driver with amount on it is fine)

_____ Credit card statement if paid online for any of above

_____ Transaction must match EXACTLY for amount and payee if online (i.e. limo)

HOTEL/ACCOMMODATIONS

_____ Hotel Folio

_____ Credit card statement if paid online

_____ Itemized receipt for room service if being claimed

_____ Itemized receipt for hotel restaurant meal if being claimed, with attendees and reason for the meeting

CONFERENCE REGISTRATION

_____ Itemized receipt and if paid online, credit card statement

PER DIEM MEAL ALLOWANCE NOT ALLOWABLE AFTER MAY 1, 2012 – MCMASTER POLICY

_____ Itemized, original receipts for all meals to be reimbursed **MUST** be submitted

_____ If more than one person being paid for by traveler, they must be identified with name, institution/company they are affiliated with, and reason for business meal