

Travel Reimbursement Checklist

Travel Info

- ☐ Traveler is an individual, not a company. Only individuals can be reimbursed through DuckWeb.
- ☐ Travel has already happened and the trip is completed.
- ☐ Traveler's address listed in DuckWeb is correct.
- ☐ Is traveler a [Non-Resident Alien](#)? Select **yes** on the form. If they are non-employee include the I-94.
- ☐ Do you have a complete [business purpose](#) that describes the reason for travel and shows the benefit to UO? Include any additional notes, daily logs, meeting/interview agendas, conference documentation that supports the business purpose. Each expense included in a reimbursement should be supported with a business purpose.

Itinerary

- ☐ Enter the **City** where the traveler stayed the night, this should be same as the hotel's address. **City** must be entered exactly as it appears in the [Per Diem Chart](#) to pull in correct per diems.
- ☐ If traveler stayed in a conference hotel, check the **Conf** box. Include required [conference hotel](#) documentation. The **Hotel Rate \$** is the nightly rate plus taxes combined.
- ☐ If not conference hotel, enter actual nightly rate in **Hotel Rate \$**. If nightly rate + taxes is less than or equal to per diem, combine amounts and enter as the rate. If nightly rate + taxes exceeds per diem the taxes are entered under **Other Expenses**.
- ☐ Do any hotel nights need to be removed? Was the traveler in flight overnight?
- ☐ If traveler is not claiming any meals, uncheck the **Inc. Meals** box. If box is checked, once the **Create Itinerary** button is clicked, the form will enter all qualified meal per diems.
- ☐ Did the hotel provide breakfast? Remove any meals that were provided by the conference/meeting or hotel.
- ☐ Is the hotel receipt **original** and includes: Traveler's name, date(s) occupied, actual rate charged per room and indicates the amount submitted for reimbursement has been paid in full?
- ☐ If nightly rate exceeds per diem and conference hotel documentation is not included, is additional explanation and documentation provided?

Private auto mileage

- ☐ City and State spelling must match table values for form to calculate **Total Miles**.
- ☐ If mileage doesn't match standard city [mileage charts](#), have you included actual odometer readings or MapQuest documentation?
- ☐ If mileage claimed exceeds standard city [mileage charts](#) substantially, include explanation and documentation.
- ☐ If changes are made, clear **Total Miles**, **Rnd Trip**, and **\$ Amount** then re-enter and **Calculate Total**.

Airfare

- ☐ Traveler paid for airfare directly.
- ☐ Airfare receipt is original and includes: traveler's name, complete itinerary/dates of travel, ticket number and payment information.
- ☐ If [personal time](#) or a [non-direct route](#) was included, a [comparison quote](#) is attached.
- ☐ If comparison quote was not obtained at time of airfare purchase a set of [comparison quotes after travel](#) is attached and the calculation is applied to determine reimbursable amount.

Other expenses

- ☐ Taxi expenses are itemized by date and destination and have a business purpose.
- ☐ [Tips](#) have not been included with any of the claimed expenses.
- ☐ [Airline baggage fees](#) have original receipts if \$25 or more.
- ☐ Materials and supplies are itemized and have a business purpose, itemized receipt required at any \$.
- ☐ [Rental Car expenses](#) have business purpose and an itemized, final receipt. Economy or compact rate is applied and optional features are not included.
- ☐ Hosting expenses include itemized receipts and a business purpose.

Accounting

- ☐ Meals on one-day trips are coded to 28502.
- ☐ Conference registration expenses are coded to 28601.
- ☐ Hosting expenses are coded to 28612.
- ☐ Materials and supplies are coded to 28994.
- ☐ Visa and Passport expenses are coded to 24560
- ☐ Non-OUS participant support is coded to 28635.
- ☐ OUS participant support is processed as an invoice in BANNER to 55105.
- ☐ If claiming a lower amount than **Grand Total**, the **Claiming Only Total** is filled in and is not more than \$25 less than **Grand Total** amount.

Miscellaneous

- ☐ Any expenses paid for someone else are entered under **Other Expenses** with original, itemized receipts, proof of payment and a business purpose.
- ☐ Any expenses [paid for by an outside source](#) include appropriate documentation.
- ☐ International travel includes currency conversion for all expenses and translation of receipts.
- ☐ Meals are reimbursed up to per diem, receipts are not included.
- ☐ Sabbatical or other leave documentation is included.
- ☐ DuckWeb form is signed by traveler, department authorizer and travel certifier.
- ☐ All original receipts and documentation are included.