

UNC CHARLOTTE | TRAVEL REIMBURSEMENT CHECKLIST

-- Review before submitting Travel Reimbursement Form and receipts to the Travel Office --

- Travel Authorization submitted before travel.
- Document supporting the business purpose** of the trip that includes the business dates, location and purpose (e.g., conference registration, meeting invite or research itinerary).
- Airfare receipt** showing a \$0 balance. Enter TXN# in **Reference/Other Notes** if paid with a p-card.
- Airfare itinerary** to support dates and times of travel and travel location.
- Airfare cost comparison** if choose to drive over 250 miles away (one way) instead of flying OR if combining business and personal trips.
- Itemized lodging receipt** showing \$0 balance. Enter TXN# in **Reference/Other Notes** if paid with a p-card.
- Registration receipt** showing \$0 balance. Enter TXN# in **Reference/Other Notes** if paid with a p-card.
- Mileage documentation** (e.g., Mapquest, Google Maps) unless claiming standard mileage to/from airport equal to 15 miles one-way if UNC Charlotte is the duty station.
- Motor Fleet denial:** needed only if driving personal vehicle over 100 miles round trip, otherwise reimbursed at lower rate.
- Agenda** to support business purpose for subsistence meals and non-subsistence business meal(s).
 - All meals circled (make a note next to meals not provided as part of the conference).
 - Note by breakfast meals whether **continental** (e.g., rolls, cereal, fruit) or **full** (i.e., hot items: eggs, meat).
- Parking receipts:** paid receipt dates must match business dates of travel.
- Taxi receipts:** paid receipts with destination and business purposes noted on them.
- Shuttle receipts:** paid receipts.
- Miscellaneous receipts** (i.e., paid receipts for other modes of transportation).
- Allowable tip amount** with purpose annotated in the corresponding **Reference / Other Notes** area. See **Rates** tab for tip details.
- Missing Receipt Affidavit** completed and attached if expense > \$25 and receipt was lost or not provided. If expense < \$25, provide explanation in the corresponding **Reference / Other Notes** area on the form.
- Business Meals other than subsistence:** documentation attached and allowable fund(s) used.
 - Complete the Food, Beverage and Amenity Expense Documentation (FBAE).
 - Paid itemized receipt (tip 20% or less).
 - Discretionary or unrestricted funds used to pay for business meal(s).
- International Travel:** approvals obtained and documents attached.
 - Prior approval on TA authorizing business class airfare and/or federal per diem meal rate.
 - If federal per diem approved: attach printout of Rate by Location and Breakdown of meals (Appendix B) Travel Reimbursements - Federal Subsistence Amounts, US State/Defense Department.
 - Currency conversion and fee documentation attached.
- Original hard copy mailed** to the Travel Office in Reese.

For detailed guidance, reference: [UNCC Travel Manual](#)