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| Travel Reimbursement CHECKLIST |  |
| **Travelers should use Aggie Travel, book thru ConnexUC . Use CTS or your Travel Card. Business Services**  **will provide a form to be completed by the traveler. Form is also located on Business Services Website-**  **Non- Employee Traveler must complete Non-Employee Form which must be approved by CAO** |  |
| **Requestor Responsible for the following: Complete necessary form** |  |
| Traveler: Name PI: Approval | |
| Address where the check is to be sent |  |
| Employee or Non-Employee |  |
| Obtain Contact information (Phone number, Email, Fax) |  |
| Traveled to: Dates of Travel: |  |
| Time of Departure: Time of Return: |  |
| What is the business purpose- how will this benefit the University (Research) |  |
| Did you use your personal vehicle for travel, if so vehicle license # |  |
| Liability Insurance Yes or No |  |
| Did you book your travel thru ConnexUC/BCD/CTS |  |
| Did you use a Cash Advance for this trip if yes, how much? |  |
| Account number information if Alcohol included you must obtain account # for Alcohol purchase see your account manager |  |
| Receipts to include: Airfare, Hotel, Meals & Tips, Car Rental, Mileage, Gas purchased, etc. Expenditures must be itemized  receipts with clear dates and amounts |  |
| If Foreign travel please translate each receipt |  |
| If Foreign travel please identify currency exchange |  |
| Was this a Pre-Paid Trip |  |
| Did you use your Corporate Card Submit proof of purchase |  |
| Obtain Traveler Signature |  |
| Obtain Account Manager Approval |  |
|  |  |
| **Business Services Responsible for the following:** |  |
| **Business Services receives Reimbursement Form -** |  |
| **Business Services reviews to make sure all information is included-will call requestor if more information is needed** |  |
| **Business Services to Obtain Account Manager Approval if not obtained by requestor** |  |
| **Within 48 hours process reimbursement** |  |
| **Business Services enters all information along with all supporting docs and submits request** |  |
| **Routes to Chair and or CAO for approval allow 3-5 business days, if returned by CAO or Chair allow 5-7 business days** |  |
| **Routes thru to Aggie Travel** |  |
| **Allow 15 days for processing if all approvals are in order and not returned to Business Services. If returned, Business**  **Services will resubmit with corrections. Allow another 7 days for complete approval** |  |