TRAVEL REIMBURSEMENT CHECKLIST

(The NW Travel Claims Clerk uses this checklist when auditing Applications for Reimbursement—Employees are encouraged to print this page and use it for a reference before and after trips.)

- Is purpose of trip clearly stated on NW’s Travel Request & Application for Reimbursement? (Acronyms do not pass audit, so please write out full names of organizations, etc.)
- Is Conference agenda / flyer / brochure attached?
- Agenda shows number of provided meals?
- Stayed at designated hotel/motel? Supported by agenda?
- Total expenses (including pre-purchased airline ticket & pre-paid registration fee) do not exceed budget limit as approved by Administration? You must notate P.O. (purchase order) number on all travel forms, if appropriate.
- Travel Request form shows approval for all items claimed?
- Is destination within “high rate city,” or located in same county as a high rate city?

Registration Fee
- Was fee pre-paid by P.O.? (If so, print note and PO number on your Application for Reimbursement.)
- If paid by employee, is proper receipt attached? (Organization dues cannot be reimbursed.)
- Is copy of front and back of your personal cancelled check attached? Or credit/debit card?
- Is number of registration-provided meals supported by agenda / flyer / brochure?

Per Diem (Meals)—Allowed for overnight travel only.
- Is back (or page 2) of Reimbursement Application filled out completely showing Actual Meal Expenses?
- Are alcoholic drinks and other inappropriate purchases ruled out on receipt?
- Is Maximum Allowance per day the same for each city visited? If so, Travel Clerk must use Per Diem Chart limits. (Remember to round down for <=3 hours, round up for >3 hours.)
- Is Maximum Allowance Rate different for cities visited? If so, Travel Clerk figure each leg of trip separately.
- Is Maximum reduced by ¼ of daily max for each meal provided by registration fee?
- Is Itemized receipt attached for any meal $25 or more? (Credit card receipts are not acceptable proof if not itemized.)
- Add in $10 a day for “Per Diem in Lieu of Subsistence” if claimant stayed with friend/relative.

Lodging
- Is a proper itemized receipt attached showing zero balance?
- Miscellaneous expenses should not be included in lodging. E.g.: Internet, parking, phone charges.
- Receipt shows 1 person in room?...
  - If designated lodging for the event, can reimburse total bill (including taxes).
  - If not designated, pay up to Lodging Chart Maximum for that city. (Pro-rate taxes, if appropriate.)
- If receipt shows more than 1 person in room, it must list single room rate, signed by hotel.
  - If designated lodging, reimburse total bill divided by number of occupants, up to single room rate.
  - If not designated, pay up to Lodging Chart Maximum divided by number of occupants. Pro-rate taxes, if appropriate. Payment limited to single room rate.

Transportation
- Mileage reimbursement approved? $.555/mile limited to direct route on OKMile Chart.
- Applied Shorter Distance Rule to mileage claim, if claimant leaves from home?
- Other APPROVED transportation (taxi, shuttle) reimbursement supported by paid receipt. (This only applies to transportation to and from airport.)
- Note mode of transportation on Application for Reimbursement.

Miscellaneous (business phone calls, toll road charges, parking, gas for school car in emergency)
- Supported by paid receipt.