Academic Affairs Faculty Expense Report Checklist

- ☐ Gather actual receipts for all expenses to be claimed**. Hotel, airfare** and public transportation **(Uber, Lyft, Taxi's) must be itemized** receipts. All receipts must show the payment information.
  - ☐ Itemized hotel receipt showing payment information.
  - ☐ Itemized airfare receipt showing payment information.
  - ☐ Registration receipt showing payment information.
  - ☐ Itemized taxi, Uber, etc. receipts showing payment information. (20% maximum allowable tip.)
  - ☐ Mileage or "Personal vehicle with Enterprise rate" information from trip optimizer.
  - ☐ Itemized food receipts showing payment information, if claiming your actual meal expenses. (Receipts are not required if claiming the per diem rate.)
  - ☐ Any other receipts for miscellaneous expenses.
- ☐ Be sure to provide any changes that might have occurred since the request was submitted. Please include any justification for increased expenses.
- ☐ Prepare and submit the Faculty/Staff Expense Reimbursement form. Reach out to Kristine Hoffman for any assistance needed.

All travelers must use the most economical means of travel available.

Travelers should not make non-refundable reservations without an approved Travel Request. If you book travel without an approved Travel Request, you could incur unreimbursed expenses.

Contact information for Kristine Hoffman; 724-738-2246; kristine.hoffman@sru.edu.