

Academic Affairs Student 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 the [trip optimizer](#).
 - ☐ Any other receipts for miscellaneous expenses.
- ☐ Prepare and submit the [Student Travel Reimbursement form](#) to obtain proper approvals. 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.

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