**UHD Travel Expense Report Checklist**

**Documentation requirements**

* **Conference –** Conference agenda/announcement showing the location and dates of the conference must be uploaded to the applicable Travel Request or Expense Report in Concur.
* **Non-Conference –** A daily itinerary/agenda supporting the business purpose for each day of travel must be uploaded to the applicable Expense Report in Concur.

**Receipt requirements**

* **Airfare –** Name of the employee and airline, ticket number, class of transportation, travel dates, amount of the airfare, origin and destination of each flight, and proof of payment.
* **Hotel –** Name and address of the commercial lodging establishment, name of the employee, single room rate, daily itemization of the lodging charges, and proof of payment.
1. **Conference Hotel –** provide documentation with the published rate provided by the organization offering the workshop/conference/training, must be uploaded to the Concur Expense Report.
2. **Non-Conference Hotel -** If the hotel rate used exceeds (GSA)

[Per diem rates | GSA](https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory), an Actual Lodging Form will be required. Need to complete [actual-lodging-authform.pdf (uhd.edu)](https://www.uhd.edu/documents/administration/business-affairs/actual-lodging-authform.pdf)

* **Rental Car –** Name of the rental company, name of the employee renting the vehicle, starting and ending date of the rental, an itemization of expenses incurred, and proof of payment. (Quote required if traveler used non-contracted vendor.)
* **Meals –** Overnight Travel to Destinations will be reimbursed at the federal travel regulation meal rate (GSA) [Per diem rates | GSA](https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory)
* **Mileage –** Itemize mileage by using Concur mileage calculator. (If location cannot be found in Concur use the most cost-effective route and attach GoogleMaps as supporting documentation).
* **Incidental Expense –** Receipts required (Parking, tolls, gas for Rentals, etc.)