

EXPENSE REPORT CHECK LIST

Worker: _____

Account to be charged: _____

Start Date: _____ End Date: _____

Destination: _____

Justification: _____

Documentation Needed:

Receipts for Travel (originals are required for personal reimbursement):

- ☐ Itemized hotel bill.
- ☐ Receipt for registration.
- ☐ Receipt for airline ticket(s).
- ☐ Taxi, Bus, Limo, Shuttle Receipt(s).
- ☐ Parking Receipt(s).
- ☐ Finalized rental car bill.
- ☐ Gas Receipt(s) (rental car only).
- ☐ **COPY** of any purchasing card transactions used on this trip.

Provide additional information to clarify reimbursement (if needed):