PennState

TRAVEL REIMBURSEMENT CHECKLIST - CONUS

Traveler's Name _____ Access/User _____

Description of Travel

Were any expenses paid by a third-party? ☐ No ☐ Yes (provide details) _____

☐ Conference or seminar - attach registration receipt unless PREPAID (Non-PO Invoice or PCard). *Please attach conference or seminar agenda if available.*

Travel Advance ☐

Amount $ _____

Itinerary ☐ Check if airline itinerary should be used

DEPARTURE			ARRIVAL		
Location	**Date**	**Time**	**Location**	**Date**	**Time**

Combined with Personal Travel? ☐ No ☐ Yes (provide dates of personal travel) _____

Meals - In the grid below, mark with X if meal was provided.

Date	Breakfast	Lunch	Dinner
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

PCard Used for Individual Meals? ☐ No ☐ Yes. If so, these will be marked as PCard Meal Expense and deducted from reimbursement. Receipts are NOT required.

PCard Used for Event Meals? ☐ No ☐ Yes. If so, itemized receipt required. Indicate purpose and those attending and relationship to Penn State and attach receipts.

☐ **Voluntary reimbursement reduction to adjust to actual meal cost $** _____

Expenses Requiring Receipts

Cash PCard
☐ ☐ Airfare - Attach priced itineraries with agent fees.   (*Attach comparison airfare if required*)
      ☐ Travel Arranger PCard   Name _____
☐ ☐ Bag Check Fees
☐ ☐ Rental Car
☐ ☐ Rental Car Fuel
☐ ☐ Taxi / Shuttles - attach receipts including gratuity amounts.
☐ ☐ Train or Bus (non-local)
☐ ☐ Parking: $ _____ ☐ Included in Lodging receipt detail (if yes, itemize lodging in SAP Concur)
☐ ☐ Lodging - Hotel / Motel ☐ Online Fees (if yes, itemize lodging in SAP Concur)
      If paid by pcard are any charges listed non-reimbursable? ☐ No ☐ Yes (Mark so on receipt)
☐ Event Meals not paid on PCard - attach itemized receipt and detail on purpose and those attending.
☐ ☐ Other: Provide detail, receipts and costs. (If no receipts, these items are covered by $5 per day miscellaneous expense)

Expenses Not Requiring Receipts

☐ Lodging at Personal Residence $ _____ (Max $25 per day)
   Dates Stayed: _____

☐ Personal Vehicle Mileage: Total Mileage: _____
   From _____ To _____ Return to: _____ or attach travel log
☐ Tolls: $ _____   Local Bus / Metro / Subway: $ _____
   Notes: _____

☐ Miscellaneous Expense - $5 per day   Amount Claiming: $ _____
   Provide detail on expenses incurred for which receipts are not available:
   _____

Account to Charge			
Business Area #	Cost Object Type	Cost Object #	Amount

ATTACH RECEIPTS and ADD NOTES as required to assure proper processing of your SAP Concur Report