

Travel Expense Report for Reimbursement Checklist

Trip # _____

Complete After the Trip

For your Travel Reimbursement, **you must provide receipts** unless Non-Applicable

NOTE: This Checklist serves as the Cover Page to your packet.
The packet must be submitted as one PDF, with documents in the below order.

Title PDF: Last Name and Trip #R (Smith#1234567R)

| N/A | YES | | |
|-----|-----|---|---|
| | | Must Provide a Hotel Receipt with \$0 Balance | \$ _____ <small>(Reimbursement Only)</small> |
| | | Registration | \$ _____ |
| | | Airfare | \$ _____ |
| | | Baggage Receipt(s) | \$ _____ |
| | | Shuttle/Taxi Receipt(s) | \$ _____ |
| | | Parking Receipt(s) <small>For Valet Parking also include approval email</small> | \$ _____ |
| | | Meals/per diem | \$ _____ |
| | | Mileage | \$ _____ |
| | | Gas <small>(Only if traveling in Travis County Vehicle)</small> | \$ _____ |
| | | Rental Car Receipt/s <small>(REQUIRES PRIOR PRE-APPROVAL)</small> | \$ _____ |
| | | Other _____ | \$ _____ |

Advance-Hotel \$ _____ Reimbursement Total \$ _____

Advance-Registration \$ _____

Advance-Airfare \$ _____

Advance-Membership Fees \$ _____

Advance Total \$ _____

(Exact number used on Travel Request)