

TRAVEL CHECKLIST

A FEW THINGS TO REMEMBER BEFORE SUBMITTING YOUR REIMBURSEMENT



DID YOU SIGN YOUR REIMBURSEMENT?



DID YOU FILL IN PAYEE NAME AND ADDRESS FOR THE REIMBURSEMENT CHECK



DID YOU INCLUDE ORIGINAL RECEIPTS FOR ANY ITEM \$75 OR OVER (E.G. HOTEL, FLIGHTS, TAXIS)



IS TOTAL OF TRANSPORTATION TO AND FROM AIRPORT OVER \$75? IF YES, PLEASE SUBMIT RECEIPT FOR EACH TRIP



LOCAL TRAVEL EXPENSES (E.G. TAXI TRIP TO DINNER) SHOULD BE RECORDED UNDER INCIDENTALS



PLEASE NOTE THAT ASTSWMO WILL REIMBURSE THE ACTUAL COST UP TO THE FEDERAL PER DIEM FOR MEALS AND INCIDENTALS



THANK YOU!