**Payment Packet Cover Sheet and Checklist**

**Employee/Student Reimbursement: Travel Expenses**

**Department Name**

**Please complete the checklist below, and return it with your travel expense statement.**

**PLEASE NOTE: Failure to provide all requested information will result in delays, and may prevent processing of your request.**

**Employee Name**

**This payment packet is being submitted by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** to reimburse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for expenses incurred during work-related travel, and includes the following documentation:

 **Travel Expense Statement**

The following checklist has been provided to ensure that your travel reimbursement request is processed in a timely manner. In order to avoid delays or prevent processing please be sure to check the following items:

\_\_\_ **Traveler and & Department Contact Information**

* **Every line item must be completed**
* Indicate whether “Partial Payment” or “Final Payment” is being requested.
* Use the “Other Notes” section to explain specifics and/or justify issues of lodging, per diem rate overages, late submissions of travel expense reimbursement requests (reimbursement requests should be submitted within 30 days of return date), etc.
* “Purpose of the Trip” should include detailed information. When applicable, use full conference/meeting titles (NO ACRONYMS PLEASE.)

**\_\_\_ Daily Expenses & Per Diem**

* Specify the breakdown of per diem expenses by date AND meal. Allow the Travel Expense Statement form to total for you.
* Verify that per diem rates are correct for “Location/Point Visited” and time of year. (Please refer to the GSU Department of Disbursement’s Travel Services document at <http://www.gsu.edu/accounting/disbursements-policies-procedures.html> for current federal rates.)

\_\_\_ **Miscellaneous Expenses\***

* Employees are eligible for reimbursement of costs associated with ONE bag per flight.
* Seat upgrades are NOT reimbursable.
* Include information in the “Notes” section to explain all charges.

\_\_\_ **Mileage Record**

* Odometer readings are required for processing. (Please refer to note on Travel Expense Statement form in the Mileage Record section for further information.)

\_\_\_ **Signatures and Sworn Statement**

* All required signatures must be completed. If signatures are missing, paperwork will be returned to the department for completion. [Note: Three signatures are required for reimbursements from Sponsored Projects (i.e. Traveler, Authorized Budget Approver/Department Chair, **AND** Principal Investigator/P.I.)]

 **Attachments (supporting reimbursement request documents such as receipts, bank**

 **statements, etc.)**

\_\_\_ **Approved Travel Expense Authorization Form (PantherMart)**

\_\_\_ **Original Itemized Receipts (taped to a large sheet of paper) for the following expenses:**

* Airline fares, hotel expenses, rental car expenses, meals (unless claiming per diem), parking, registration fees, visa/passport fees, etc.

\_\_\_ **Passenger ticket copy/itinerary for travel arranged through AAA**

*For a complete listing of adequate documentation, refer to page 14-16 of the* ***Office of Disbursements’ Travel Services Manual*** *found at*[***http://www2.gsu.edu/~wwwfas/FinancialOperation/TravelServices.pdf***](http://www2.gsu.edu/~wwwfas/FinancialOperation/TravelServices.pdf)***.***

**\_\_\_ International Travel Conversion Rate**

* Currency conversion rates are REQUIRED for all expenses. Documentation must be provided to show the conversion rate PER DAY (or when processed.)*For a complete listing of international currency conversion rates visit* [*http://www.oanda.com/currency/converter/*](http://www.oanda.com/currency/converter/)*.*
* Department of State per diem rates for international travel can be found at [http://aoprals.state.gov/content.asp?content\_id=184 HYPERLINK "http://aoprals.state.gov/content.asp?content\_id=184&menu\_id=78"& HYPERLINK "http://aoprals.state.gov/content.asp?content\_id=184&menu\_id=78"menu\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78).

\*As of October 1, 2012, tips for lodging and transportation will no longer be reimbursed.