

# Travel Expense Report Checklist

A **Travel Expense Report** will be required if the traveler goes on a University business trip. You must identify all travel expenses that were incurred throughout the trip.

## Checklist

- ☐ **Attach Approved Paper Travel Request (if applicable)**
- ☐ **Concur Travel Request must be linked to the Expense Report (if applicable)**
- ☐ **Reviewed Report Header**
  - Appropriate options were selected in the following fields:
    - Policy - Selected *State Travel*
    - Report/Trip Name - correct naming convention
      - [Month] [Year] [Destination]
      - Example: SEP 2017 San Diego, CA
    - Report/Trip Start Date
    - Start Time
    - Report/Trip End Date
    - End Time
    - Trip Type
    - Main Destination City
    - Additional Cities/State or Cities/Countries Traveled To
    - Report/Trip Purpose
    - Event Name/Business Purpose
    - Mailing Address Current?
    - Does this trip contain personal travel?
    - Personal Dates and Locations
    - Comment - included personal travel details or paper TR# *(if applicable)*
    - Division
    - Department ID
    - Fund
  - Attached receipts on certain expenses - required receipts attached
  - Reviewed Expenses

- Travel expense amount was selected appropriately and within the department's budget.

## Ensure these travel expenses have been added (if applicable to the traveler's trip) and reviewed:

☐ **Airfare/Airline Fees (Baggage, WiFi, etc.)**

☐ **Lodging**

- Nightly rates and taxes have been itemized (required for domestic travel)

☐ **Car Rental/Car Rental Gas**

☐ **Personal Car Mileage**

☐ **Actual Per Day Meal Expense**

☐ **Actual Incidentals Per Day**

☐ **Registration Fee/Workshop**

☐ **Agenda, Program, Flyer must be attached**



Download the form to fill out the required fields

- If unavailable, provide completed Statement of Purpose form, which can be found on:
  - [http://finance.fullerton.edu/documents/controller/accountspayable/forms/StmtOfPurpose\\_ext.pdf](http://finance.fullerton.edu/documents/controller/accountspayable/forms/StmtOfPurpose_ext.pdf)

☐ **Parking Fee**

☐ **Taxi/Shuttle**

## Need more help?



Contact Concur Support at [concur@fullerton.edu](mailto:concur@fullerton.edu) or at 657-278-3600.