

Expense Statement Checklist:

Did you:

- include your employment status, department, and contact information (you or a designated contact person)?
- remember to include all valid itemized receipts (reflecting that you have paid) for the following: airfare, hotel, taxis, parking, conference registration, auto rental, meals exceeding the per diem, etc.?
- enter in mileage & meals at the correct rates? (see below)
- enter in mileage using whole numbers? (The University travel system does not accept decimal points)
- enter in only the meals that you are allowed, given your times of travel? (see below)
- include **proof of foreign conversion rates**? Valid proof: print-out from OANDA.com or xe.com that reflects the rate you used; receipt for exchange rate; hotel or credit card documentation. Please **DO NOT** simply write down the exchange rate you used without any back-up documentation; this is not adequate proof. (If we cannot verify your conversion rate, we will use our own, which can result in a lower reimbursement.)

Some things you should know:

- 1. Complete Travel Approval BEFORE your trip:** You must submit a travel approval **before** your trip, for all trips with an overnight stay. If you travel without submitting a travel approval in advance, you are not covered by University insurance. You also run the risk of not receiving university approval upon return. The traveler will have to cover their own expenses in these cases.
- 2. Complete your Expense Statement quickly:** You must submit your expense statement in a reasonable amount of time (2 weeks). If there is an extended delay more than 3 months, you will need to submit an explanation. We cannot reimburse travel from a previous fiscal year. OCGA will stop reimbursements that are excessively delayed.
- 3. Enter Accurate Mileage:** Please be careful about entering your mileage. Make sure you are able to prove that you have requested the accurate number of miles. Whole numbers should be used. You may need to round the mileage up or down. The University online travel system does not accept decimal points.
- 4. Fill in the itinerary completely:** The itinerary section must be completed even if you are not claiming mileage. This section is used to verify any allowable meals you claim on those days. To be eligible for a partial day's meal per diem, your travel time must include a span of 2 hours before the meal requested and should end no sooner than 2 hours after the meal.
- 5. Submit Itemized receipts:** Itemized receipts are required for any business meal that exceeds the per diem. An itemized receipt lists exactly what was purchased (this is NOT the credit card authorization slip). The University cannot reimburse any costs for alcohol; this expense is to be deducted from your total. Please do not send receipts for expenses that are not being requested. Any such receipts will be returned to the travel contact.
- 6. Insurance on auto rentals:** As an employee, you are already covered by the University. **DO NOT** purchase any insurance. You will not be reimbursed for it. Non-employees may be reimbursed for CDW/LDW only.
- 7. Request Authorized Amount:** If you know you are limited to a certain amount, **DO NOT** submit a request with a total in excess of that amount.

8. Current domestic per diem (effective September 1, 2019):

Breakfast	\$13.00	Travel should span 2 hours before the meal and end no sooner than 2 hours after the meal
Lunch	\$15.00	Travel should span 2 hours before the meal and end no sooner than 2 hours after the meal
Dinner	\$28.00	Travel should span 2 hours before the meal and end no sooner than 2 hours after the meal

*Foreign per diem rates can be found on https://aoprals.state.gov/web920/per_diem.asp. Rates are broken down as follows: 15% for breakfast; 25% for lunch; and 60% for dinner.