Travel Reimbursement Check List

The items listed are required for reimbursement for all travel. Paper work must be submitted no later than ten working days upon completion of travel to the campus/department and the campus/department has additional five days to enter into TEAMS. This check list must be submitted along with all required paper work.

1. Completed TR-1 Travel Form

2. Must have seminar/conference class brochure, agenda or other information pertaining to details of daily event.

3. Proof of attendance: Name badge or Certificate of completion. (Handouts given in class with notes)

4. Travel mileage table (if mileage is allowable) if location is not on the District Table, use Map Quest map with starting point Waco (no address) to city traveled to.

5. Transportation Fees: Receipts for parking, shuttles, bus, cabs, ect.

6. If air travel need copies of itinerary and appropriate receipts (example baggage) and tickets

7. Hotel receipt and information email from Mary Kay Miller about your hotel & reservation.

8. Itemized meal receipts: Receipts must include items purchased, amount, vendor name, & date. There needs to be 1 Meal Reimbursement Documentation sheet for each day of travel and receipts must be taped to it not more than 1 per meal. Grocery store items are not allowabl e.

***Day Trip – still require agenda, proof of attendance and mileage table if allowable.
Meals are not reimbursed for day trips

The above documentation must be scanned & submitted into TEAMS as an employee reimbursement. If documentation is not submitted correctly it will be sent back.