

Checklist for Travel

- Business Purpose**
 - Agenda
 - Itinerary
 - Email correspondence
 - Program

- Chart String**
 - Include the complete chart string to be charged. The format is XXX (Fund) - 47XXXXXX (Dept ID) -XXXXXXXX (Project ID if applicable) -XX (activity code if applicable) - XXXX (CF1 if applicable). If you are unsure of the Chart String, reach out to your department for assistance.

- Airfare**
 - E-ticket receipt showing class, amount, and payment method. If you are requesting reimbursement for a different class than Economy, please see guidance on the website. Include KeyTravel itineraries.

- Hotel**
 - Itemized receipt that includes dates, all charges made to the room and payment. Include KeyTravel purchases.

- Registration**
 - Itemized receipt that includes dates, the name of the conference, and what the registration includes. (i.e. Welcome dinner, additional workshops) If this was purchased with a P-Card, please mention so in the comments.

- Ground Transportation**
 - Uber/Taxi/Lyft: Include the final receipt with origin and destination.
 - Rental car: We encourage you to book through [KeyTravel](#). Include itemized bill that shows car class, all expenses charged and payment.
 - Private Car: Include a Google Maps screenshot with Origin/Destination.
 - Train: Include an itemized bill that shows class, origin/destination and payment method.
 - Make sure you include all relevant parking expenses. (i.e. Parking, tolls)

Meal

- Per diem: Include the dates would like to get reimbursed for, along with a hotel or registration that many include meal costs
- Actual meals: Include all itemized receipts. Please note that we will be following the [NU spending limits guideline](#) or the [GSA](#) for sponsored projects.

Proof of Attendance

- Badges, pictures of yourself at the conference, thank you emails, participation certifications, your name at the conference program, or any personalized memorabilia that the event provided.

Incidentals/Miscellaneous

- Include itemized receipt and a clear business purpose for every purchase.

Bank statements showing conversion for international travel:

- Include redacted bank statements that show the conversion to USD whenever possible. If not included, we will do the conversion with OANDA.