Travel Claim Check List

Trip Information

- o Trip Name
- o Trip dates
- o Traveler type
- o Trip type (In or Out of State)
- o Trip purpose
- o Employee ID (OSF #)
- o FOAP
- o Official Duty Station
- o If overnight, build report from request.

Mileage

- o Mileage
    - o Government Owned Car (Y or N)
        - Complete mileage calculator with the shortest distance for each leg of trip
    - o License plate number
- o Airfare
- o If driving out of state, attach comparison of cost to fly and cost of mileage/motor pool car. Airfare quotes must be for exact travel dates.

Per Diem

- o GSA Per Diem rate for location(s) of travel if overnight. (attach rate sheet from GSA Per Diem webpage)
- o Number of meals included in registration and/or for event (must attach copy of agenda and information regarding meals included)

Local Transportation

- o If claiming reimbursement for taxi, rental car, shuttle, etc. attach receipts and populate amount.

Miscellaneous

- o **Registration payment method**
    - o If claiming for reimbursement, attach receipt and populate amount
    - o If Direct Paid by NSU, attach receipt and populate amount
- o **Tolls**
        - If cost for one day exceeds 25.00, attach toll receipts

- o **Parking**
  - o If claiming for reimbursement, attach parking receipts and populate amount.
  - o If Direct Paid by NSU, attached parking receipts and populate amount.

Lodging

- o If claiming for reimbursement, attach hotel receipt received at check out and populate amount.
- o If Direct Paid by NSU, attach hotel receipt received at check out and populate amount.
- o Amount will need to be itemized, please refer to Concur manual provided during training.
- o NOTE: Hotel rate should not exceed GSA rate indicated on GSA rate sheet (attach rate sheet).
  - o If hotel is designated by conference or event, attach documentation of the group rate for the event.

Comments

- Please include any remarks that pertain to the trip if necessary. (ie: shared room with someone, car pooled, something paid for by third party, etc.) Leave comments on individual expenses in Concur.

NSU TRAVEL POLICY:

https://policies.nsuok.edu/BusinessFinance/Travel/TravelProcedures.aspx?_ga=2.189448035.993955434.1741015612-1288996576.1731016117&_gac=1.86933226.1737469645.Cj0KCQiAqL28BhCrARIsACYJvkeW9oQiFtRD4MjFcXzlFY2cELaOOCDlAYmrLf1rpglXfwsXEVnM6TQaAgwOEALw_wcB

GSA PER DIEM RATE TOOL:

https://www.gsa.gov/travel/plan-book/per-diem-rates