# Travel Expense Report Check List-Overnight

## 31 Day Submission

* Policy requires travel expense reports to be submitted withing 31 days following the return of the trip. Contact travel if you have difficulties submitting within this timeframe

## Travel Request (pre-approval)-Required

* Requests to travel overnight must be completed and approved before processing travel expenses (registration, hotel reservation, flights, etc)
* Request should be processed in Concur, see travel policy for grant travel
* Paper pre-approvals and vouchers will be used for grant travel, non-NSU employees, or for multiple FOAPs

## Presidential Approval-If Applicable

* See letter pertaining to additional Presidential approval for certain travel locations on travel webpage. Contact President Office to receive approval.

## Trip Information-Required

* Trip Name
* Trip dates
* Traveler type
* Trip type (In or Out of State)
* Trip purpose, short but concise reason ( i.e. Meeting with Dean of College, Teach \_\_\_\_ Class, etc)
* Employee ID (OSF #)
* FOAP
* Official Duty Station

## Registration-If applicable

* Receipt listing merchant name, purchase date, description, unit price and quantity, and transaction total
* A $0 balance receipt is required if paid out-of-pocket

## Airfare-if applicable

* Book flights on Concur
  + If booking with Journey House, Concur flight cost amounts must be provided for the same dates and times to show the least cost flight was chosen. Print information to provide with travel expense claim
  + Flights booked directly with American Airlines, United, Southwest, etc must be **refundable** and least cost compared to Concur. A Concur flight cost for same dates and times must be provided.Print information to provide with travel expense claim
  + $0 dollar receipt

## Mileage-Required

* Mileage for in-state overnight travel
  + Government Owned Car (Y or N)
  + Complete mileage calculator with the shortest distance for each leg of trip. Paper claims require maps to be provided while concur produces the maps for you
  + License plate number
* Mileage for out-of-state air travel, to and from airport
  + Government Owned Car (Y or N)
  + Complete mileage calculator with the shortest distance for each leg of trip. Paper claims require maps to be provided while concur produces the maps for you
  + License plate number

\*If taking a motorpool, enter a comment in the report header section of Concur. Any comments to explain why mileage is not being claimed is needed.

## Fly Vs Drive Comparison-if applicable

* If driving out of state, attach a comparison of cost to fly and cost of mileage/motor pool car. Airfare quotes from Concur must be for exact travel dates.
  + The least cost option should be used unless there is business purpose that requires vehicle travel (i.e. multiple passengers, transporting equipment, etc)

\*This is required when traveling to bordering states such as Arkansas, Texas and Missouri

## Baggage Fee-if applicable

* 1 checked bag fee is reimbursable by the University to and from your business destination

## Local Transportation-if applicable

* If claiming reimbursement for taxi, rental car, shuttle, etc. attach receipts that show the location you went from and to. Cost will be reimbursed when traveling to and from airport to your business destination
  + Transportation for personal purposes are not reimbursable
  + Tips can not exceed 15%-see policy for travel and pcard

\*See travel policy regarding local transportation in the State of Oklahoma

## Lodging-Required

* If claiming for reimbursement or directly paid by NSU, attach hotel receipt/folio received at check out and populate the amount. Receipt must show zero amount due
  + Amount will need to be itemized-see policy
  + If hotel is designated by conference or event, attach documentation of the group rate for the event.

## GSA Rate Sheet-Required

* Rate sheets are required to compare hotel rate and per diem rates to travel expense reports (travel reimbursement claim)

## Per Diem-Required

* GSA Per Diem rate for location(s) of travel if overnight. (attach rate sheet from GSA Per

Diem webpage)

* Use Concur travel allowance to calculate the amount based on the dates, times and location you visited
  + Number of meals included in registration and/or for the event (must attach a copy of agenda and information regarding meals included).-see training videos for assistance.
  + Meals that were provided by the conference will need to be marked on the Travel Allowance or Per Diem Calculator
* If a meal(s) is not being deducted, please provide a signed statement of justification for non-participation.

## Agenda-Required

* Agenda must include the name of the conference, dates and times
* If attending a meeting, provide a meeting agenda
* Conference agendas and meeting agendas assist travel office with verifying if meals were provided

## Miscellaneous, if applicable

# Tolls

# If cost for one day exceeds $25.00, attach toll receipt

* Parking

o If claiming for reimbursement or directly paid by NSU, attach parking receipts and populate the amount. See Policy regarding valet parking

## 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.
  + Letters of explanation or justification can also be added, if needed
* If you received free flight, hotel, registration, etc from a company. Provide documentation the company is paying for the cost.

Contact **nsutravel@nsuok.edu** if you need any assistance with your travel request or travel expense report

NSU TRAVEL WEBPAGE: [**Click Here**](https://offices.nsuok.edu/businessfinance/AccountsPayable/Travel.aspx)