

Travel Review & Audit Checklist

Reviewed By: _____

Mark one: ____ International Travel ____ Out-of-state travel ____ In-state travel		Mark one: ____ State per diem guidelines ____ Federal per diem guidelines			
Item to be verified:		Yes No N/A	Non P-Card Expense	P-Card Expense	Exception or Comments
Expenses	Overnight lodging receipt				
	Airfare (last 4 of credit card number/ticket #/no trip insurance for domestic air, itinerary verified)				
	Public Transportation:				
	- Taxi/bus/shuttle/other (comments)				
	Private vehicle				
	- Mileage log/parking/tolls/other (comment)				
	Per diem				
	- Verified to trip dates/times				
	- Verified to destination				
	Conferences				
	- Meals/membership included; copy of agenda				
	Rental Vehicle				
	- # of authorized drivers matches trip authorization				
	- Fuel receipts/tolls/parking/ other (comment)				
	Entertainment/Business meetings				
- Alcohol/Promotional meals – list all present at meal and purpose (Do not list names of recruiting/donors solicitation, may say "list of attendees available")					
- Agenda for meetings					
Travel related purchases for non personal items only:					
- Photocopies/programs/entry fees/event tickets					
Compliance	Original travel authorization (OTA) in this claim; documented on VandalWeb				
	Required Signatures: Traveler				
	- 1 st Approver/2 nd Approver/3 rd Approver				
	Unused advance repaid by Traveler				
	Budget Numbers Verified				
	All Receipts Zero Balance				
	Last 4 digits of Main Traveler's P-card:				
	Last 4 digits of all additional travelers P-card:				
	All AR Charges/Descriptions/TNUM's pasted in expenses comments				
	Spousal travel approved if paid by UI funds				
	Entertainment travel approved				
All Original Receipts Included					
Additional Items:					
✓	Do not request reimbursement for personal items purchased on trip.				
✓	Alcohol purchases should not be made with UI Purchasing card and must be for approved activities.				
✓	Do not highlight receipts. Only tape top and sides of receipt, so all printing is visible. Do not tape over printing on receipt.				
✓	Rental car receipt should not have vehicle insurance purchased; to activate UI insurance policy for P-Card sign name as "First Last/UI".				
✓	Follow Fly America rule (only US based airlines) for International travel				