

Name: _____

Conference: _____

Travel Reimbursement Check List

The items listed **are required for reimbursement** for all travel. Paper work must be submitted no later than five 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 of details of the day of 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 the location is not on the District table, use Google Maps with starting point Waco (no address) to city traveled to.
- _____ 5. Transportation Fees: Receipts for parking, shuttles, bus, cabs, etc.
- _____ 6. If air travel: need copies of itinerary and appropriate receipts (example baggage) and tickets.
- _____ 7. **Hotel receipt** and the information email from Shelly Jasek about your hotel & reservation.

******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.**