

## TRAVEL REIMBURSEMENT CHECKLIST - OCONUS

Traveler's Name \_\_\_\_\_ Access/User \_\_\_\_\_

Description of Travel \_\_\_\_\_

 Were any expenses paid by a third-party?  No  Yes (provide details) \_\_\_\_\_

 Conference or seminar - attach registration receipt unless PREPAID (Non-PO Invoice or PCard). *Please attach conference or seminar agenda if available.*

Travel Advance <input type="checkbox"/>
Amount _____

**Itinerary**  Check if airline itinerary should be used

DEPARTURE			ARRIVAL		
Location	Date	Time	Location	Date	Time

 Combined with Personal Travel?  No  Yes (provide dates of personal travel) \_\_\_\_\_

In the grid below, check box if meal or lodging was provided.

Date	Breakfast	Lunch	Dinner	Lodging
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PCard Used for Individual Meals?**  No  Yes

If yes, these will be marked as PCard Meal Expense and deducted from reimbursement. Receipts are NOT required.

**PCard Used for Event Meals?**  No  Yes

If yes, itemized receipt required. Indicate purpose, those attending and relationship to Penn State and attach receipts.

- OCONUS actual expense reimbursement was pre-approved.**       Lodging       Meals (attach receipts and/or logs)  
 **Voluntary reimbursement reduction to adjust to actual meal or lodging costs** \_\_\_\_\_

**Expenses Requiring Receipts**

- Cash  PCard
- Airfare - Attach priced itineraries with agent fees (*attach comparison airfare if required*)  
 Travel Arranger PCard Travel Arranger Name \_\_\_\_\_
  - Bag Check Fees
  - Rental Car
  - Rental Car Fuel
  - Taxi / Shuttles (*attach receipts including gratuity amounts*)
  - Train or Bus (non-local)
  - Parking: \_\_\_\_\_  Included in Lodging receipt detail (if yes, itemize lodging in SAP Concur)
  - Lodging - Hotel / Motel (pre-approved actual expenses only)       Online fees (if yes, itemize lodging in SAP Concur)  
 If paid by pcard are any charges listed non-reimbursable?  No  Yes (indicate on receipt)
  - Event Meals not paid on PCard - attach itemized receipt and detail on purpose and those attending
  - Other: (provide detail, receipts and costs) \_\_\_\_\_

**Expenses Not Requiring Receipts**

- Lodging at Personal Residence \_\_\_\_\_ (Max \$25 per day)  
 Dates Stayed: \_\_\_\_\_
- Personal Vehicle Mileage: Total trip mileage: \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Return to: \_\_\_\_\_ or attach travel log
- Tolls: \_\_\_\_\_
- Local Bus / Metro / Subway: \_\_\_\_\_

Notes: \_\_\_\_\_

Account to Charge			
Department #	Cost Object Type	Cost Object #	Amount