



Travel Management System (TMS)

JOB AID # 8.07

Date: 06/20/2016

Job Aid Description: Check List – Travel Expense Report for Travelers (and their Delegates)

1. Before you submit your Travel Expense Report, always double-check to make sure you've included everything!
2. In accordance with the State of Georgia policy, employees are to submit all travel expense reports for reimbursement within 10 days of the completion of the event or trip, but **no later than 45 calendar days**. IRS regulations require employees to submit travel expense reimbursement requests within 60 days of the end of the trip. Such expenses, if reimbursed after 60 days, become taxable income to the employee and will be reported on the employee's W-2 Form.
3. Validate the following and confirm required documentation is attached and readable.
 - Travel Request authorization is attached to expense report (either use electronic Travel Request process or attach scan of paper Travel Request form for blanket authorities or those using paper process through 07/01/2013).
 - Travel Type (employee, non-employee, recruiting)
 - Meals per diem (allowances)—Check "Meals Provided" boxes for meals that are provided to you by the conference or event.
 - SpeedCharts and allocations.
 - Travel Agency (Travel Inc.) fees are included in the expense report for any bookings.
 - Airfare 14 day advance purchase or justification comment provided.
 - Personal commute miles are deducted from mileage—*Make sure you use the "mileage calculator" link to map your miles claimed.*
 - Personal car use >100 miles includes attached cost comparison and justification comment if mode of transportation was NOT most cost effective
 - Conference agenda/itinerary/schedule at a glance is attached to expense report
 - Receipts for itemized expenses are attached
 - Airfare (*cost for upgrade to first class or business class not allowable*)
 - Meals (*not required for per diem*)
 - Hotel Lodging
 - Baggage (*only one piece of luggage allowable each way*)
 - Car Rental (*car rental insurance not an allowable expense*)
 - No mileage included
 - Gas
 - Non-reimbursable items are NOT included (*alcohol, room service*)
 - In-State lodging taxes are NOT included (*occupancy and municipal tax*)
 - Approvers are correct (*dept. supervisor, business manager, budget owner, etc.*)

Friendly Reminder: Checking the items above BEFORE you submit your Travel Expense Report will help ensure timely approval and payment of any reimbursements. Any items missing will require the Travel Expense Report be returned to you for resolution AND will initiate another approval workflow!