



Travel Management System (TMS)

JOB AID # 8.08

Date: 1/24/2013

Job Aid Description: Check List - Travel Expense Report Review for Business Managers
(and for Business Operations Professionals and others that review travel expense reports)

1. This job aid describes what to REVIEW and VALIDATE on a travel expense report to facilitate timely processing and reimbursement to the employee.
2. Validate and confirm required documentation is attached and readable as follows.
 - SpeedChart and allocations
 - Approvers are correct (*dept. supervisor, business manager, budget owner, etc.*)
 - 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)
 - Travel Agency (Travel Inc.) fees are included in the expense report for any bookings
 - Conference agenda/itinerary attached to expense report
 - Meals per diem
 - Receipts for itemized expenses are attached
 - o Airfare (*cost for upgrade to first class or business class not allowable*)
 - o Meals (*not required for per diem*)
 - o Hotel Lodging
 - o Baggage (*only one piece of luggage allowable each way*)
 - o 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)
 - Airfare 14 day advance purchase or justification comment provided
 - Non-reimbursable items (alcohol, room service) are NOT included
 - In-State lodging taxes (occupancy and municipal tax) are NOT included
 - Personal commute miles are deducted from mileage
 - Personal car use >100 miles includes attached cost comparison and justification comment if mode of transportation was NOT most cost effective
3. If all is reviewed and validated, Approve Travel Expense Report. If report is not completed properly, select **Return to Employee** for corrections and to restart the workflow.