

City & Metropolitan Planning Travel Reimbursement Checklist

Please follow this checklist to ensure that the required documentation is gathered for an efficient reimbursement process.

- **Step 1: Gather **Original Itemized Receipts****
(Receipts taped to a full size sheet of paper with any alcohol circled. Multiple receipts may be on one sheet.)
 - **Airfare** (Credit Card must be listed with an amount next to it, showing proof of payment. NO e-credits will be reimbursed.)
 - **Hotel** (Credit Card must be listed with an amount next to it)
 - **Transportation** (Credit Card must be listed with an amount next to it)
 - **Registration** (Credit Card must be listed with an amount next to it)
 - Please note if you are expecting Per Diem for Food (No food receipts will be used for reimbursement, **1st and last day of travel are reimbursed at 75% of per diem.**)
<https://www.gsa.gov/travel/plan-book/per-diem-rates/fy2018-mie-breakdown>
- **Step 2: A Printed conference brochure is REQUIRED.**
Which must include:
 - Name of conference or meeting
 - Dates of conference or meeting
 - Location of conference or meeting
- **Step 3: Determine funding source and list (Project / Activity#, email confirmation of funding if using ASUU, GCSC, GSTAA or Point B).**

Complete CA+P Post Travel Form.

(Be certain the receipts match the amounts on the form)

- Bring receipts, brochure & completed form to Marjan Esmaeili (ARCH 220)