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.**)

- **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)**