TRAVELER’S CHECKLIST

AIRLINE TICKETS AND/OR TR’S
1. MUST justify purchasing a ticket over 30 days in advance. SAVING the state money is always a justification.
2. Must justify flying other than coach class.
3. Always keep the passenger’s copy of the airline ticket, whether it was paid by TR, PC, or will be reimbursed to the traveler.

CAR RENTAL
1. The state contract is with Avis. Justify use of any other agency.
2. Justify using larger than Class B car (Compact).
3. Always keep rental agreement.
4. Cannot claim PAI (personal Accident Insurance)
5. Can claim CDW (Collision Damage Waiver) if using rental agency other than Avis.

HOTEL
1. Itemized receipt for hotel is always required.

REGISTRATIONS
1. Registration form and receipt are required for reimbursement.
2. Deduct any meals included in registration fee from reimbursement voucher.

INCIDENTALS RECEIPTS ARE REQUIRED FOR:
1. Taxi fares over $25.00, per incident.
2. Storage, parking or tolls in excess of $25.00 per incident.
3. Actual laundry, dry cleaning, and pressing expenses when official travel extends beyond seven days.
4. Actual passport and visa fees required for travel.
5. Fees to purchase traveler’s checks.
6. Actual fee charged to exchange currency to pay official business expenses.
7. Actual cost of maps necessary for conducting official business.
8. Actual cost of Medex Insurance.

RECEIPTS ARE NOT REQUIRED FOR:
1. Reasonable tips and gratuities not to exceed 15% of the fare (taxi only)
2. Actual amount paid for valet parking not to exceed $1.00 per occasion.
3. Actual portage charges not to exceed a total of $5.00 ($1.00 per bag, limit of 5 bags)