

## 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)