

TRAVEL CLAIM DOCUMENTATION CHECKLIST

- ☒ **Conference Agenda**
- ☒ **Conference Registration Receipts**
- ☒ **Hotel Folio or Third Party Receipt (Travelocity, Expedia, etc)**
 - Must detail the reservation from arrival to departure
- ☒ **Car Rental Charge Request**
- ☒ **Google Maps detailed mileage report**
- ☒ **Business receipts** (all receipts must show last 4 of the credit card charged, if cash write paid cash if your receipt does not specify).
 - Transportation
 - All business expenses paid via ProCard
 - Any non-ProCard business expenses \$75 and over
- ☒ **Missing Receipt form, if needed**
 - Can use a redacted bank statement when receipts are lost, paid cash, and no receipt is available