

## ASTSWMO TRAVELERS CHECKLIST

If you are considering special travel arrangements, like making personal stops en route or using a privately owned vehicle for this travel, please review the Special Travel Policy enclosure to the ASTSWMO Travel Policies because both of these situations and others require comparative cost review and approval **prior to travel**, if ASTSWMO is to reimburse the expenses.

Please read the Travel Policy closely, especially as it applies to such requirements as original receipts and allowable expenses. Some of these may differ from your usual, State-supported travel procedures. For example, ASTSWMO will not cover such common expenses as rental cars or telephone expenses and can only reimburse on an actual cost basis (as opposed to a daily per diem). Understanding these differences before you incur expenses will ensure complete reimbursement for allowable costs. If you have any questions, call ASTSWMO's Washington, DC, office at 202-624-5828. ASTWMO staff members are happy to discuss the situation with you – *before you confirm your travel plans*.

After your travel, but before you submit your travel reimbursement form, please use this checklist to avoid the most common errors we encounter in completed reimbursement forms:

1. If you are the payee, did you include **original** receipts for any item over \$75?
2. Did you fill in a payee name and address for the reimbursement check?
3. Did you sign the form certifying that the information is correct?
4. Did you itemize the daily expenses for meals and incidentals?
5. If you are requesting a division of the total reimbursement between yourself and your State agency, did you submit the two requests on separate forms, each with its individual set of receipts?
6. Reviewing your airfare receipts, did you provide as much supporting information as possible, including all pages of your e-ticket notifications from travel agencies, passenger ticket copies, or boarding passes that collectively include your name, the cost of the airfare (including taxes and fees), the flights used, and the dates of travel? The documentation must reflect that payment has been made.
7. Is your **paid** hotel receipt complete, reflecting your name and the itemized, daily rates and taxes claimed?
8. Have you separated taxi use for transportation to and from the meeting from any used for personal reasons like going out to dinner? The latter is an incidental expense. Be sure to list trips separately if the combined total exceeds \$75 and appears to require a receipt.
9. If you are claiming mileage reimbursement for travel to and from the departure airport, did you list the number of miles driven each way?
10. If there was some unusual item or problem with travel that caused additional expenses, did you include a short explanation in an accompanying note or memo?
11. If you were approved for Special Travel, did you include the signature page in your reimbursement?