

## Travel Form Check List

- Verify correct L number
- Verify dates are within 60 days of today
- Verify departure/return times are noted and filled in correctly in subsistence section
  - Verify trip was over 6 hours
  - Verify that meals/per diem coordinate with travel dates/times
    - If itemized receipts, verify total is not over \$60 per day
    - If itemized receipts, verify tips are not over 20% of total bill
  - Verify hotel stay and receipts showing zero balance
- Verify purpose of trip and supporting paperwork
- Verify mileage (to and from?)
  - Verify mileage backup attached
- Verify misc expenses (and itemized receipts)
- Verify totals are correct
- Verify index matches department (title at top of form)
- Verify account number is correct (7410 In-state; 7415 Out of State; 7420 Foreign Travel; 7432 Recruiting, etc)
- Verify traveler signature
- Verify supervisor signature (and other signatures as required)



### Additional Items to check for International Travel only

- Verify per diem
    - [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)
    - <https://www.perdiem101.com/conus/2023>
  - Verify exchange rate that is written on claim form
    - <https://www.x-rates.com/historical/?from=USD&amount=1&date=2023-05-23>
    - <https://www.perdiem101.com/oconus/2023>
- No other tips or incidental expenses will be reimbursed as they are covered within the M&IE

### Payment Requisition Check List

- Verify vendor number
  - New vendor W9
- If over \$500, does it have a PO and disclosure form?
  - If no PO, need reason on payment requisition
- If over \$5000, does it have a disclosure form?
  - If no disclosure form, must be received before payment can be issued
- If items purchased for individual use, is a list of names attached?
- If the invoice is for a meal, is the list of names and agenda attached?