![CSU Fullerton Auxiliary Services Corporation logo]

Travel Reimbursement Payment Checklist
To get Travel Expense Claim Form from the University

☐ Traveler's complete name, email address and mailing address are included.

☐ Project number is currently accepting transactions.

☐ Object code is listed.

☐ Expenses are listed for each date of travel.

☐ All expenses for a single day are listed on one line.

☐ Evidence of payment for all expenses is provided. (With the exception of meals and per diem.)

☐ Receipts are legible and itemized.

☐ Travel reimbursement is stacked as noted below:

☐ Travel expense reimbursement form

☐ Travel authorization form with TAA number

☐ Conference schedule or travel agenda

☐ Lodging information (receipt or explanation)

☐ Airfare information (receipt, boarding passes, baggage fees, etc.) if applicable

☐ Rental car agreement if applicable

☐ Event registration if applicable

Then, chronological order of receipts, day 1:
☐ Transportation receipts

☐ Parking/tolls receipts

☐ Mileage for the day (with map showing address of the departure and arrival destination

☐ Business expense

Day 2 receipts
☐ Transportation receipts

☐ Parking/tolls receipts

☐ Mileage for the day (with map showing address of the departure and arrival destination

☐ Business expense

Repeat for each day of travel