

Travel Expense Claim

Submission of the Travel Expense Claim form is required whenever travel expenses have been incurred and even if no reimbursement is due the traveler. Submission of the Travel Expense Claim form validates the travel expenses.



Filling in the Travel Expense Claim *(Refer to page 59 for the Travel Expense Claim form)*

1. Include your name (the person being reimbursed for travel or who the travel advance check was made out to), email and phone number, address, club name, account number, and travel authorization number which was assigned and given when the travel forms were submitted.
2. The date, location, and purpose of the travel should match the travel forms. Include any important financial remarks or details that came up during the travel.
3. List expenditures by date and by type. Original receipts must be attached.
4. When a personal vehicle was used and mileage reimbursement is being requested, include the miles driven. Attach a Google Map as the supporting document. The mileage reimbursement will automatically calculate using the current IRS standard. If a rental car was used, include original gas receipts and place the amount under “Misc.”.
5. Total for each line will be automatically calculated. If any payments were made directly from the account previously (direct bill), then put the amount in the “Less: Direct Bill” line. Put the amount of the travel advance received in the “Less: Travel Advance” line. If expenditures exceeded the amount of direct bill and travel advance, the “Claim Total” will be greater than zero. This is the amount of reimbursement that is due the traveler. A disbursement request (D.R.) for that amount will need to be submitted.
6. Sign to certify that the travel expense claim was verified and is accurate.
7. Obtain the signature of one authorized signer and the signature of the advisor.