

TRAVEL CLAIM DOCUMENTATION CHECKLIST

- Conference Agenda**
- Conference Registration Receipts**
- Hotel Folio or Confirmation**
 - Must detail the reservation from arrival to departure
- Car Rental Charge Request**
- Google Maps outlining mileage reported**
- 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