

Travel Reimbursement Checklist

- Copy of approval letter from GSSA treasurer/online system
- 2 copies *Expense Itemization Form*
 - All fields filled out appropriately with signature
 - If person drove to conference, the correct per diem rate is used
- 2 copies *Travel Expense Reimbursement Form*
 - Fields filled out appropriately with signature (the only blank areas will be “*account number,*” the “*Approved by,*” and the “*Office Use Only*” sections of the sheet)
- Original itemized receipts taped on white piece of paper
 - If receipt has alcohol on it, the amount **not** including alcohol should be on *Expense Itemization Form*
 - All receipts are itemized
- 1 *Copy* of original itemized receipts taped on a white piece of paper
- 2 stapled packets- 1 with original materials, 1 with copies of each form and receipts

Arranged in the following order:

Travel Reimbursement Checklist (completed, signed, and dated)
Travel Expense Reimbursement Form
Expense Itemization Form
Receipts on white paper

Amount to be reimbursed for travel \$ _____

Amount to be reimbursed for food/lodging \$ _____

Total amount to be reimbursed \$ _____

Department (no abbreviations) _____

Student Organization Representative Signature _____ Date _____