

What to Look for Before Submitting Travel to Workflow

1. **Beginning and Ending Time**
Make sure the traveler tells you the beginning and ending time of the trip
2. **Region**
Make sure the region code is correct for travel
3. **Transportation Other**
Other possible means of transportation - scooter, camel - an explanation is needed.
4. **Transportation Ground**
Example - taxi, ferry, shuttles - an explanation is needed
5. **Tolls**
Toll amounts for roads/bridges
6. **Reg/Conf/Train Traveler Paid**
Registration/Conference/Training fees paid by the traveler - a receipt is required
(If the registration fee is with another department within the University System, it must be done by transfer voucher.)
7. **Phone Call, Business**
Business phone calls made by traveler while on travel status - an explanation is needed - information such as party called and purpose should be given.
8. **Parking**
Parking fees incurred while on travel status. If the fee is included in the hotel bill, the parking is claimed separate.
9. **Other Expenses**
Other expenses incurred which do not have an assigned expense type - a description of the expense should be given (i.e. printing, copying, etc.)
10. **Negative adjustment to total**
Any negative adjustments to the total amount of the trip must have an “-“ in front of it. An example of this would be expenses over departmental maximum for the trip.
11. **Meals**
Meals can be claimed per diem or actual expenses.....not both.
12. **Lodging Traveler Paid**
This is the hotel rate **without** the taxes.
13. **Lodging Taxes**
Taxes for the lodging
14. **Airfare Traveler Paid**
Usual items must be checked on the receipt (i.e. class of fare, dates, destinations, etc.).
15. **Communications/Internet**
Any type of internet or other communication charge. An explanation must be provided.