Travel Expense Report Checklist

Did you remember to include:

- Receipts/Expenses
  - Lodging
  - Airfare
  - Baggage
  - Rental Car
  - Registration
  - Ground Transportation ie: shuttles, taxis, Uber, etc.
  - Parking
  - Misc. receipts, as needed

- Agenda

- Motor Pool trip ticket

- Index and accounts

- Exact departure and return times

- Per Diem

- Signatures

- Waiver, if applicable