

TRAVELER NAME:

TODAY'S DATE:

EVENT NAME/REASON FOR TRAVEL:

LOCATION:

TRAVEL AUTHORIZATION #:

DEPARTURE: DATE

TIME

AM/PM

RETURN: DATE

TIME

AM/PM

## REQUIRED DOCUMENTATION

- ☐ **EMPLOYEE STATE ID and B NUMBER**
- ☐ **PROPER TRAVELER MAILING ADDRESS**
- ☐ **SIGNATURES:**  
Traveler Signature and Authorized Signature
- ☐ **FOAPAL:**  
FOAPAL on Reimbursement must match FOPAL on Travel Authorization
- ☐ **TOTALS:**  
Document Amount (4), Expended Amount (19) and Grand Total must match.
- ☐ **COPY OF TRAVEL APPROVED AUTHORIZATION FORM #**  
All travel must be approved via a travel authorization form and have a valid Senior Level signature.
- ☐ **COPY OF TRAVEL ADVANCE (if applicable)**
- ☐ **COPY OF EXCEPTION TO POLICY (if applicable)**
- ☐ **COPY OF EVENT SCHEDULE/POSTER/PROGRAM**  
Proof of the event and your participation. This can be an original program or a copy from the conference website.
- ☐ **ALL DETAILED RECEIPTS:**  
Receipts MUST be itemized and show PROOF OF PAYMENT. e.g., A "zeroed-out" balance, shows charge to credit card on receipt.  
Hotel Bill MUST show room and tax along with payment and a zero balance.
- ☐ **AIRFARE ONLY: ITINERARY or BOARDING PASSES & RECEIPT**  
If traveled by air, must include original boarding passes AND email receipt showing charge to credit card.  
Itinerary must show charges and credit card payment with last 4 digits of card.  
Please note boarding passes and receipts are not necessary if they were charged directly to UConn Health through Sanditz.
- ☐ **MILEAGE ONLY: GOOGLE/MAPQUEST DIRECTIONS:**  
If personal car was used, a print-out of Google/MapQuest Directions to reimburse mileage.  
-Home to Work                      -Home to Destination                      -Total Miles
- ☐ **COPY OF CREDIT CARD STATEMENT:**  
Statement should include Traveler's name, charges and last 4 digits of credit card number.  
Purchases not related to the reimbursement do not need to be shown.
- ☐ **DEPARTURE/ARRIVAL TIMES:**  
Times should be to/from home, unless actual departure/ arrival is work station.
- ☐ **PER DIEM CHARTS FOR HOTEL AND MEALS (if applicable)**
- ☐ **PERSONAL TIME (if applicable):**  
Properly noted on both Authorization and Reimbursement
- ☐ **THIRD PARTY PAYMENTS:**  
Copy of payment and supporting documents must be submitted with reimbursement.

## FOREIGN TRAVEL

The following documentation is required for foreign travel only.

- ☐ **COPY OF EXCHANGE RATE FROM CREDIT CARD STATEMENT**  
(This avoids manual calculations for each transaction and reimburses the actual amount paid and related fees.)