Helpful Checklist and Tips for Submitting a Travel Expense Claim

Business Purpose – Select the most appropriate option, as it determines Expense Type and codes.

Report Description – Provide a clear and concise summary of the claim.

Reason for Expenses – Include a brief explanation of how the trip directly relates to your research activities.

Attachments – Combined all receipts into a single file with the relevant information such as:

Trip Details – Include a conference program/agenda/invitation specifying the event dates and location.

Itinerary and Boarding Passes – These are to verify flight details and proof of travel.

Proof of Attendance – Provide a name badge or picture that confirms your attendance.

Proof of Payment – If the invoice doesn't clearly show that it has been paid, please attach a credit card statement.

Airfare – Must be economical and direct. Arrival and departure should be no more than one day before or after the conference. Otherwise, a justification and a comparable quote for the actual event dates are required.

Meal Per Diems – Cannot be claimed if any meals were provided at a conference or during a flight. Per diems are only allowable when you actually consumed the meals but do not have receipts as proof of purchase. Enter the correct location for each meal per diem if applicable.

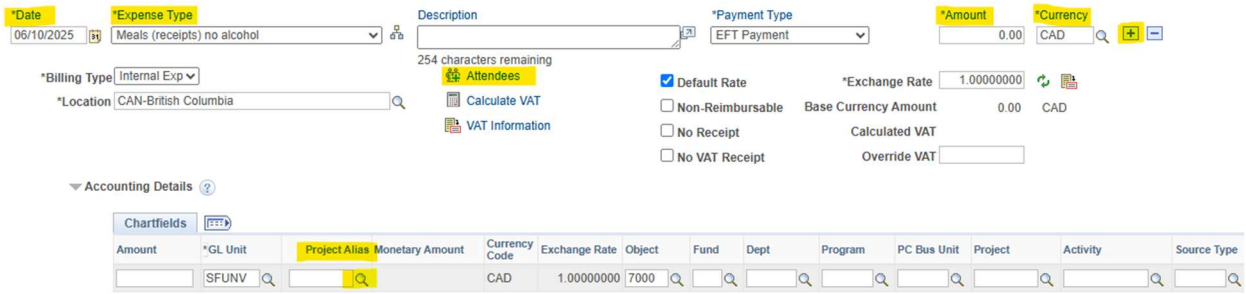
Other – Disclose any shared expenses if applicable.

Common Reasons Expense Claims Are Sent Back

One Line per Receipt – Each receipt/invoice must be entered as a separate line item.

Receipt Date and Amount – These must match the receipt or invoice.

Attendees – For meal expenses, enter the attendees of the detailed expense line.



If you have any questions or need further clarification, contact us at:

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Thank you for your cooperation.