**UNCSA Foundation, Inc.**

**Travel Reimbursement Checklist**

(Please check either "Attached" or "N/A" and attach the corresponding documentation and sign below prior to submitting form)

<table>
<thead>
<tr>
<th>Attached</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Materials Required</strong></td>
<td></td>
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</tbody>
</table>

**FOR A TRAVEL REIMBURSEMENT**

- travel reimbursement form
- airfare receipt(s)
- parking/ tolls receipts
- mileage calculation with printout from google, yahoo or another site
- taxi / bus receipts
- hotel receipts
- meal receipts (if not taking per diem)
- registration receipt
- gratuity receipt(s)
- gratuity reimbursements should not exceed 20% and any overage should be deducted
- missing receipt form, if needed
- registration fee
- supporting documentation should be submitted in the same order as listed on the check request
- receipts taped down to an 8 1/2 x 11 sheet of paper that equal the amount of the check request
- travel authorization (UNCSA Form)
- list of attendees for each event
- w-9 for new vendors
- EFT vendor form (if you want to pay by wire transfer - must be inside of the US)
- currency conversion to US dollars printed and attached - suggested site www.xe.com

Originator's Signature