

# 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)

Attached

Not Applicable

### Materials Required

#### 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](http://www.xe.com)

Originator's Signature