

Travel Expenses

Type of Information	Source of Information	Intended Use of Information
<ul style="list-style-type: none"> • General Guidelines 	<p>N/A</p>	<p>Verify there is a receipt for every travel card charge. Ensure all receipts are dated within the time frame of the travel event.</p> <p>Look for any unreconciled travel card charges. For example, a gas charge without a rental car expense, or a gas charge after the rental car has been returned.</p> <p>Look for folded receipts that could hide timestamps. Request that the traveler re-send the receipts unfolded.</p>
<ul style="list-style-type: none"> • Hotel Receipts 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler • Hotel 	<p>Refer to the GSA website to verify the traveler did not exceed the per diem rate. If the traveler exceeded the per diem rate, verify the traveler did not request reimbursement over the per diem rate, or verify the traveler received approval to exceed the rate.</p> <p>Verify the dates on the receipt correlate to the dates of the travel event.</p> <p>Review the receipt and ensure there is a breakdown of all of the charges. If not, obtain an itemized receipt from the hotel.</p> <p>Look for extra charges on the receipt (e.g., movie rentals or room service). Verify the traveler did not request reimbursement for extra charges.</p> <p>Look for taxes on the receipt. For in-state travel, the hotel</p>

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		<p>should have removed taxes from the receipt (if not, have the traveler contact the hotel). We are not tax exempt for out of state travel.</p> <p>Call the hotel to verify the traveler actually stayed at the hotel. This could include obtaining a copy of the receipt directly from the hotel.</p>
<ul style="list-style-type: none"> • Flyers • Conference registration • Certificate of completion • Sign-in sheets 	<ul style="list-style-type: none"> • Organization that hosted the conference • Organization's website • Venue where the conference was held • Traveler 	<p>These types of documents are particularly useful when a traveler attended a conference.</p> <p>Review documents to verify the traveler attended the conference. As necessary based on risk, contact the organization that hosted the conference and obtain a certificate of completion for the traveler.</p> <p>If the traveler is claiming the meals per diem, review conference registration to confirm breakfast and dinner were not included. Adjust the expenses as necessary.</p>
<ul style="list-style-type: none"> • Business Purpose • Calendar entries • E-mails 	<ul style="list-style-type: none"> • Traveler • SFS/agency financial system attachments 	<p>Verify the traveler provided a business purpose for the travel event.</p> <p>If there are additional concerns, review calendar entries and emails to validate the dates of travel and/or business purpose of the trip.</p>
<ul style="list-style-type: none"> • Traveler Time Sheets 	<ul style="list-style-type: none"> • Traveler's supervisor or Human Resources • Traveler 	<p>Verify the traveler was actually working on the dates of travel.</p> <p>Verify if extra meals were allowed by comparing the traveler's normal working hours</p>

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		<p>to the departure and return times.</p> <p>Compare the timesheets to time stamps on receipts (e.g., fuel, tolls) to corroborate eligibility for any extra meals.</p>
<ul style="list-style-type: none"> • Itemized Restaurant Receipts 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler • Restaurant 	<p>Verify the dates on the receipts correlate to the dates of the travel event.</p> <p>Obtain itemized receipts from the restaurant to validate meal expenses for the traveler.</p>
<ul style="list-style-type: none"> • Rental Car Receipts 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler • Rental car agency 	<p>Match the date information on the rental car receipt to the travel dates.</p> <p>Verify the traveler only rented one vehicle at a time.</p> <p>Verify the traveler did not claim mileage while the rental car was in use.</p> <p>Verify the traveler was in travel status during the rental car period.</p>
<ul style="list-style-type: none"> • Gas receipts 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler • Gas station 	<p>Look at the times and locations on the gas receipts to ensure they correlate with the travel route and timeframe of the travel event.</p> <p>Verify that the amount of gas purchased is reasonable based on the type of car, distance driven, etc.</p> <p>If the traveler claimed mileage, verify gas charges and any other miscellaneous vehicle expenses were deducted from the expense report.</p>

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		<p>If the traveler did not claim mileage, verify the traveler either used a state-issued vehicle or a rental car.</p>
<ul style="list-style-type: none"> • Toll Receipts • E-ZPass Statements 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler • Toll administrator • E-ZPass 	<p>Look at the dates, times and locations on the toll receipts and E-ZPass statements to ensure they correlate with the travel route and timeframe of the travel event.</p> <p>Verify the date and time stamps on these documents correlate with hours worked on the traveler's timesheets.</p> <p>Verify that cash tolls are not being reimbursed if E-ZPass was used (cash rates are typically higher).</p>
<ul style="list-style-type: none"> • Statement of Automobile Travel or other mileage supporting document 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler 	<p>Verify the correct mileage rate was used for the time period. Please refer to Section XIII.4.C Travel Mileage Rates for mileage rates.</p> <p>Verify mileage was calculated correctly by multiplying the number of miles by the appropriate rate.</p> <p>Verify mileage was reasonable by using MapQuest, Google Maps, etc.</p>
<ul style="list-style-type: none"> • Parking receipts 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler 	<p>Verify the dates and location on the receipts correlate to the travel route and timeframe of the travel event.</p> <p>Verify the valet parking fees were unavoidable. For example, in places where only valet parking is available.</p>

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		Review tips and ensure they are reasonable based on the parking fee.
<ul style="list-style-type: none"> • Car Wash receipts 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler • Car wash 	Ensure car wash charges are for state-owned vehicles only.
<ul style="list-style-type: none"> • Taxi/ride sharing receipts 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler • Taxi/ride sharing company 	<p>Verify the dates and location on the receipts correlate to the travel route and timeframe of the travel event.</p> <p>Review tips and ensure they are reasonable based on the taxi fare.</p>
<ul style="list-style-type: none"> • Train tickets 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler • Railway company 	<p>Verify the ticket rate is in accordance with the OGS state negotiated rates. Please refer to the OGS website for current rates.</p> <p>Verify the name on the ticket matches the name of the traveler.</p> <p>Verify the dates and location on the train ticket correlate to the travel route and timeframe of the travel event.</p>
<ul style="list-style-type: none"> • Airfare 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler • Airline 	<p>Verify the name on the ticket matches the name of the traveler.</p> <p>Verify the dates and location on the airplane ticket correlate to the travel route and timeframe of the travel event.</p> <p>Verify the tickets were purchased in accordance with the OSC Travel Manual. Executive branch employees must use the OGS negotiated contract for airfare, while other employees should obtain the</p>

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		<p>lowest cost coach accommodations available.</p> <p>Verify the traveler provided the actual ticket, rather than just the boarding pass.</p>
<ul style="list-style-type: none"> • Mass transit receipts 	<ul style="list-style-type: none"> • SFS/agency financial system attachments • Traveler • Mass transit organization 	<p>Verify the dates and location on the mass transit ticket correlate to the travel route and timeframe of the travel event.</p> <p>Ensure traveler accounts for the business use of fares purchased.</p>