

Travel Expense Report Checklist

Did you remember to include:

- Receipts/Expenses
 - Lodging
 - Airfare
 - Baggage
 - Rental Car
 - Registration
 - Ground Transportation ie: shuttles, taxis, Uber, etc.
 - Parking
 - Misc. receipts, as needed

- Agenda

- Motor Pool trip ticket

- Index and accounts

- Exact departure and return times

- Per Diem

- Signatures

- Waiver, if applicable