

# 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