

TRAVEL RECONCILIATION CHECKLIST



CENTRAL
STATE UNIVERSITY

Use this checklist to ensure that your travel procard privileges remain intact.

PROCARD TRAVEL PACKET SHOULD INCLUDE

- Signed, approved, and completed Travel Expense Report (TER)
- Procard Statement printed from: [Logon \(centresuite.com\)](http://Logon.centresuite.com)
- Signed, approved, and completed Request for Travel Form (RFT) for all dates travel occurred
- Conference Agenda/Schedule and travel itinerary
- Original Receipts for all expenses on the monthly Procard statement which includes;
 - Vendor name, and date of transaction
 - Original itemized receipts for meals over \$25
 - Additional documentation as required based on incurred expenses
- Purchase Order to cover **all** expenses and reimbursements
- Receipt for reimbursement to the University for any unauthorized or improperly documented travel, or travel that exceeds the approved amounts
- All** receipts and supporting documentation for everything recorded on the Travel Expense Report (TER)

HELPFUL TIPS

- Do not include expenses already reported in a prior month
- Always make sure your Request for Travel Form (RFT) is included **AND** covers all expenses on your monthly statement
- Meal per diem is calculated daily and not by total days traveled. (Quick Access for Per Diem Rates <https://www.gsa.gov/travel/plan-book/per-diem-rates>)
- Meals have a maximum daily limit of \$40 unless it is indicated that the destination is a high cost city
- Alcohol is never an allowed expense
- Always take an envelope to store all receipts together when traveling
- Report personal reimbursements separately from Procard expenses to expedite the reimbursement process

COMMON REASONS FOR DELAYS IN PROCESSING

- Missing documentation such as
 - RFT's that do not cover the days or locations that expenses occurred
 - Receipts for all items on the Procard statement are not included
 - No Purchase Order number included and/or insufficient funds on purchase order
 - Conference packet not included
 - List of attendees not included when more than one person is indicated on RFT
- Signatures of approval have not been obtained
- Approved budget for trip on RFT is less than what was actually spent

COMMON REASONS FOR PROCARD SUSPENSION OR CANCELLATION

- Consistent misuse of card for non-travel related expenses
- Failure to turn in completed travel packet in a timely manner