

OFFICE OF RESEARCH ADMINISTRATION

CHECKLIST FOR REPORT OF TRAVEL EXPENDITURES (RTE)

This checklist is intended as a training tool but may be required in the event of a corrective action.

Appropriateness

- _____ Allocation methodology has been applied and documented. Employee is working on the grant being charged.
- _____ Travel is allowable under the sponsors guidelines and can be shown to benefit the grant.
- _____ Travel falls inside the time frame of the grant begin/end dates and funds are available.
- _____ **EACH cost** has been reviewed for reasonableness. Reviewer concurs that a prudent person would have incurred this charge at this rate.

Policy

- _____ Preparer/approver has reviewed the current TJU travel policy #102.02 (Report of Travel Expenditures).
- _____ The form has been submitted within **60 days** of the last day of travel.
- _____ UPAS approval has been obtained if the request is for unbudgeted foreign travel. Approval is attached to RTE.
- _____ For foreign travel charged to a federal grant, a US air carrier has been used in compliance with the Fly America Act.
- _____ Traveler certifies that any expense for alcohol has been removed and will not be charged to a sponsored program.

Form & Attachments

- _____ Form is accompanied by original receipts and business purpose of trip, dates and copy of conference brochure if applicable.
- _____ If meal reimbursement includes more than one person, list attendees and their project role on the receipt.
- _____ If using the per diem option attach a copy of the current per diem rate for that city. Rates for the US can be found at <http://www.gsa.gov>, which contains a link to the U.S. State Department site for rates for foreign cities.
- _____ If not using the per diem option, receipts for meals are attached. If meal cost exceeds \$10 for breakfast, \$25 for lunch and \$50 for dinner per person, a **detailed** receipt is required.
- _____ If expenses were paid in foreign currency, attach a copy of the conversion rate and include the US dollars on each receipt. A currency converter tool can be found at <http://finance.yahoo.com/currency-converter>.
- _____ When mileage is being requested, the correct rate is used and documentation is provided (for example, mileage from Goglemaps which can be found at <http://maps.google.com/maps>).
- _____ Handwriting is legible and if the invoice is not in English, a translation is provided on each receipt.
- _____ Figures on the form add up to the total being requested.
- _____ The correct form has been used (TJU specific, not JUP or Hospital form).
- _____ Form has been signed by traveler and authorized departmental administrative approver.

FINALLY: Have you reviewed this request well enough to defend it in an audit? Do not forward it for payment unless the answer is YES.