ERS Report Travel Checklist

Travel Website – travel.psu.edu

Report Header

☐ Report name format should include: dates of travel (M/D-M/D/YY), destination (city, state) last name, first initial. 2/5-2/8/18;Washington,DC;Smith,T

☐ Report name for a group meal format should include: dates of meal, restaurant, destination. 2/5/18;TheDeli;StateCollege,PA;Smith,T

☐ Reimbursement form: Is this for a non-employee or an employee (CONUS or OCONUS)?
☐ If non-employee, is there a note in the ERS report stating the Non-Employee Information Form (NEI) is on file and status of citizenship with supporting documentation?

☐ Description of Travel: Is there a complete explanation of travel ie: business purpose for visiting each location, dates of travel, name of conferences attended, names of collaborators, how is travel project specific if traveling on research funds etc.?  
☐ Is this a one-day trip (no overnight stay)? If meals are being reimbursed, is the one-day meal box checked?

☐ Is the non-employee a non-US citizen?

☐ Does the entire trip need to be X-coded?

☐ Are cost centers included and correct?

☐ Comments:  
☐ Are any special circumstances or personal travel dates noted? Dates provided in the report header?

☐ Have related report ids or pcard transaction numbers been added to comments?

☐ Has the preparer’s name been entered?

☐ Have any changes or delays in airline travel been noted?

☐ Has Request for Travel Exception form been included (if applicable)?

☐ If report is 60 days past travel date, is an explanation entered?

Expense List

☐ Are all relevant pcard charges assigned to the trip?

☐ Are all relevant advances assigned to the trip?

☐ Are all CONUS meal pcard charges added as Pcard Meal Expense and marked as do not reimburse?

☐ Are all OCONUS meals and lodging pcard charges marked as do not reimburse (unless actuals are requested – must be less than per diem unless approved before trip)?

☐ Are all alcohol and group meal costs over per diem charged to unrestricted donor funds (36050)?

☐ Are all expenses incurred during personal time marked as do not reimburse?

☐ Are all personal expenses (movies, laundry, etc) excluded?

☐ If airfare is from a non-approved source, is a flight comparison included? Or, if personal time included, is a flight comparison included for the business only portion of the trip? (see Airfare Booking Options and Services grid). If comparison is lower, enter a reimbursement reduction for the difference between purchased flight and comparison.

☐ Are attendees and their affiliations listed for group meals?

☐ If the group meeting attendee list is large, is the list of attendees included with receipts?

☐ Are tips approximately 20% or less? Amounts over 20% must be allocated to unrestricted donor funds or marked as not reimbursed. If amount over 20% is less than $1.00, allocation to unrestricted donor funds or deducting from reimbursement is NOT necessary.
Does the hotel itemization, paid with personal funds, only include those expenses being reimbursed?

If National Car Rental or Enterprise not used, is same day comparison uploaded?

Justification for not using National or Enterprise needed?

Are explanations provided for any expense that is not easily understood how it relates to the trip?

Are all internet expenses charged to general (10010) or gift funds (36050)? Is there a valid purpose listed for the expense?

Allocate group meals to 332, conference registration to 331, meeting expenses to 329, printing charges to 414, and food charges to 304.

**Travel Allowances**

- Itinerary: Are only business stops listed (do not include stops for changing planes)?
- Does the itinerary agree with what actually occurred? Overnight itinerary should be where overnight lodging occurred.
- Does airline itinerary backup reasonably agree with itinerary entered in ERS?
- Fixed Allowances: CONUS and OCONUS
  - Are all meals or lodging provided by another source including part of conference registration excluded?
  - Are all expenses (meals, lodging, etc) during personal time excluded?
  - Are all meals charged to the university as group meals excluded?
  - If international overnight flight, has overnight lodging per diem been excluded?

**Report Totals**

- Are correct amounts being charged in each category and to correct budget/cost center?

**Receipts**

- Have all itemized receipts been uploaded?
- Have the first five pages of the conference agenda been uploaded? If the agenda is longer than five pages, provide a link to the agenda if available and enter a comment on what meals were or were not provided.
- Are all receipt images readable?
- Have originals for any unreadable receipts been sent to the Finance Office for review?
- Is the NEI form and any necessary support documentation uploaded for non-US Citizens?
- Has the completed non-employee travel form (signed by the visitor and budget administrator) been uploaded?
- Has mileage log been uploaded? Is a Mapquest included (not needed if the mileage calculator is used in ERS)?
- Make sure to upload documentation showing the name, date and location of the conference/event.
- If international travel reimbursement, is TSN registration uploaded?
- Is the daily itinerary for visitors to campus uploaded?

**Approvals**

- Has report been approved by host and budget administrator for group meals and meetings?
- If the report total is $10K or over, has it been sent to the budget administrator (dept head) for approval?