SDSM&T Travel Checklist

This checklist is to be used as a tool to assist in preparing travel reimbursement details, but is not all inclusive. For additional information concerning travel regulations, consult the rules and regulations on the Finance and Administration website, http://www.sdsmt.edu/Campus-Services/Administration/State-Travel-Regulations or contact accounts payable at 394-5153.

☐ **Out of State Travel Authorization** – approved and submitted **prior** to trip on DocuSign.
   o Attach screen print "FGIBAVL" to show available budget
   o List all sources of funding, even if not paid with School funds
   o Revisions need to be filed, if there are any changes to the original

☐ **Travel Reimbursement Detail** required to be completed within 60 days of completion of trip, 30 days if an advance was taken. (See additional notes below.)

   o *Motel/Hotel Lodging* – Original itemized hotel folio.
      ▪ Single room vs. double rate must be shown if more than one person in room
      ▪ Internet & phone: note on the front of the detail if personal or business and justify if business
      ▪ Out of state lodging rates >$175/night require approval on Travel Request, prior to travel
      ▪ Direct billed lodging must be noted on the front of the detail

   o *Taxis and Other transportation* – **original itemized receipts required**
      ▪ *Taxis*: list to/from location on the front of the detail
      ▪ *Car Rentals*: Cost Justification required
      ▪ *Personally Owned Vehicle:* Note license number at top of travel detail, 23 cents per mile allowed, unless no state vehicle was available from any of the three Rapid City fleet vehicle locations, (screen shot from Journey system showing no vehicles available required)
      ▪ *State Vehicle:* Note license number at top of travel detail, cannot reimburse gas receipts on state vehicles. Those must be submitted directly to SD Fleet Management.
      ▪ *Parking*: Enter on miscellaneous expense column, each day separately

   o *Airline Ticket* – Airline passenger receipt & flight itinerary required
      ▪ If paid on PO, document PO# and dollar amount on the front of the travel detail

   o *Conference Registration and Agenda*
      ▪ Registration: include copy of registration form, should list meals included in registration price. (*If prepaid,* show PO#, I#, or P-card J# and amount on front of travel detail)
      ▪ Agenda/Schedule at a glance
      ▪ Cover of program with dates and location of the meeting
      ▪ If no agenda, document on the front of the detail "No agenda provided"

Additional Notes:
   ☐ Each expense must be listed separately on each line on the detail
   ☐ Cannot claim another person's expenses
   ☐ Tips are not allowed (should be removed from taxis, etc.)
   ☐ If not claiming an expense note reason, (i.e.; stayed with family/hotel paid by conference, etc…)
   ☐ List off/on duty times for personal time taken during trip
   ☐ Mileage is calculated for shortest distance Google Maps