

Type of Expense	Additional Documentation Required
Business meals	<ul style="list-style-type: none"> • List of attendees, regardless of the mode of payment • For each attendee provide the name, title, company, affiliation/business relationship
Conferences	<ul style="list-style-type: none"> • Confirmation of registration • Receipt for registration fee <ul style="list-style-type: none"> ○ Name of registrant/attendee
Entertainment/Functions	<ul style="list-style-type: none"> • List of attendees, regardless of the mode of payment <ul style="list-style-type: none"> ○ For each attendee provide the name, title, company, affiliation/business relationship
Expenses Requiring Prior Approval	<ul style="list-style-type: none"> • Documentation that prior approval was provided
Mileage	<ul style="list-style-type: none"> • Documentation of mileage from resources such as MapQuest or Google Maps
Travel Expenses - General	<ul style="list-style-type: none"> • Documentation of registration in the University Travel Registry • List of additional University and non-University travelers expenses also on the trip incurred by employee being reimbursed <ul style="list-style-type: none"> ○ For each attendee provide the name, title, company, affiliation/business relationship
Travel Expenses – Airfare	<ul style="list-style-type: none"> • Receipt(s) denoting: <ul style="list-style-type: none"> ○ Traveler name ○ Travel dates ○ Class of airfare
Travel Expenses - Lodging	<ul style="list-style-type: none"> • Receipt(s) denoting: <ul style="list-style-type: none"> ○ Traveler name ○ Dates of room occupancy ○ Room type ○ Itemized costs

Type of Expense	Additional Documentation Required
	<ul style="list-style-type: none">▪ Per night room rate▪ Taxes▪ Fees▪ Other costs