


# BASIC TRAVEL EXPENSE CHECKLIST



- ☐ **A Concur Travel Request must be submitted and approved before you leave on your trip**
- ☐ **Account Number being used or specify Travel Award**
- ☐ **Dates and location of Travel including personal travel**  
**Flight/Train receipt and Itinerary** 
- ☐ **Transportation to or from airport, train station, car rental, uber, parking fees ect.**
- ☐ **Hotel/Lodging dates stayed, address, itemized receipt**  
(Specify if breakfast was provided or shared expenses with another traveler)
- ☐ **Conference agenda**
- ☐ **Per-diem** (when claiming per-diem list any meals provided)

**Save all itemized receipts** for expenses to be reimbursed. Do not submit meal receipts; per- diem rates will be based on your lodging location. Do not submit gas receipts for personal vehicle use; mileage reimbursement will be calculated using the Concur mileage calculator. Gas receipts for rental cars are eligible and should be submitted

**Email the required information with any questions to all EES office staff**

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**Stop in the office, were here to help NATSCI Room 207**

**Please see MSU Travel Reimbursement Chart for more information.**

**Save itemized receipts when traveling**

**Don't put off doing your expenses report You only have 90 days!**

