

TABER Submission Checklist

The university will reimburse reasonable, necessary, appropriate and approved travel and business expenses incurred in the performance of university business. All TABERS must include a ***full explanation*** of the rationale for charging the expenses (i.e. "to attend conference" or "to present findings" is NOT sufficient). TABERS must be submitted within 60 days of incurring the expense or after the return to the work site. Please refer to ***University Policy 40.4.1, Travel and Business Meal Expense Policies & Procedures*** for additional detail.

Commercial Air

Airline ticket receipt, e-ticket receipt, or detailed invoice/itinerary showing all times of departure, flight numbers, class of service, fare basis, ticket or confirmation number and proof of payment.
Passenger copy of the air ticket (boarding pass) should be attached whenever possible.

Commercial Bus/Rail Fares

A ticket stub or a detailed receipt that includes the fare and proof of payment.
Reasonable, actual cost. Upgraded travel requires a business purpose to support the additional cost.

Lodging

Original receipted hotel or motel bill specifying rate, date(s) of stay, and evidence of payment.
Express checkout itemized receipt is acceptable as long as it includes the credit card being charged.

Car Rental

Rental is limited to intermediate size vehicle.
Business justification required.
Rental contract AND original receipt required to support expense.

Privately Owned Vehicle Mileage

The beginning and ending locations and dates of travel.
Purpose of travel (note: "to attend meeting" is NOT sufficient).

Meal Expenses

No reimbursement for meals provided by any other source.
Per diem option using the University \$50 rate or the IRS rate table (no receipts required).
Actual meal expense option when supported by original receipt that includes proof of payment.
A \$60 daily maximum for actual meals that are supported by receipts.

Business Meeting Meal Expenses

Itemized original receipts that includes proof of payment.
A complete explanation to support the business purpose for the meal, including topic of discussion.
List of participants (full names) with affiliation.

Registration Fees

An explanation of the purpose for attending the conference/meeting.
A receipted bill or registration confirmation with the fee noted and proof of payment by the requester.
A copy of the fee sheet detailing the conference itinerary to substantiate the business purpose, the time period of the trip and the amenities provided by the conference/meeting.

Incidentals, Supplies, Misc. Expenses

Goods or services personal funds purchases are limited to \$500.
Detailed business purpose of the expenditure.
Dated original receipts or invoices with proof of payment.
Professional services may not be reimbursed on a TABER.

Currency conversion

Currency exchange receipts, bank or credit card statement to validate the conversion rate.
Oanda currency converter if exchange documentation is not available.

Translation

Provide an English translation/explanation for all foreign language receipts.