

TRAVEL AND/OR BUSINESS EXPENSE REIMBURSEMENT CHECKLIST

Before we can begin processing your reimbursement request, have you:

ENSURED THAT THE RECEIPTS ARE NOT MORE THAN 60 DAYS OLD?

Accounts Payable will reject reimbursement documentation that is greater than 90 days old; giving your documentation to us not more than 60 days from the end of your travel allows time for processing and approval.

INCLUDED THE MANDATORY TRAVEL STATEMENT?

A printed or emailed attestation is required before reimbursement process will begin.

INCLUDED RECEIPTS SHOWING THAT A CREDIT CARD WAS CHARGED?

Lack of receipt documenting that a card was charged necessitates a printout from your bank or card account showing the transaction (this can either be a single-transaction printout or a redacted version of your monthly statement)

INCLUDED THE ITEMIZED VERSION OF RESTAURANT RECEIPT(S)?

Accounts Payable requires the itemized restaurant receipt in addition to the charge slip. Failure to provide the itemized receipt means that the entire cost must be charged against a non-sponsored account.

IDENTIFIED ALL ALCOHOLIC BEVERAGES THAT MAY HAVE BEEN CONSUMED DURING BUSINESS MEALS?

Since alcohol cannot be charged to a grant, we must account for these beverages separately and charge them to a non-sponsored account.

LISTED EVERYONE IN ATTENDANCE AT A BUSINESS MEAL, INCLUDING THEIR RELATIONSHIP TO THE UNIVERSITY? IDENTIFIED THE BUSINESS PURPOSE OF THE MEAL?

Failure to provide this information will cause Accounts Payable to reject the reimbursement request.

IDENTIFIED WITH WHOM YOU MAY HAVE SHARED TRANSPORTATION OR LODGING EXPENSES?

This is particularly relevant for those who may be splitting student travel funds to cover shared lodging or ground transportation to/from conference locations.

IDENTIFIED WHAT WAS PURCHASED FOR RECEIPTS NOT IN ENGLISH?

PROVIDED A GOOGLE MAPS OR MAPQUEST PRINTOUT SHOWING TOTAL MILES FOR MILEAGE REIMBURSEMENT REQUESTS?

Mileage reimbursements cannot include fuel expenses in addition to mileage expenses. Toll expenses are reimbursable on mileage reimbursements.

IDENTIFIED WHICH BUDGET(S) SHOULD BE CHARGED FOR THE EXPENSES?

Sponsored accounts cannot be used to reimburse costs of alcoholic beverages. In cases where expenses are charged to faculty funds (either sponsored or non-sponsored), we assume that your faculty advisor/PI has already approved your request for reimbursement. If your faculty advisor/PI has a policy requiring that you present expense reimbursement requests to him/her for review prior to being reimbursed, DO THIS FIRST BEFORE SUBMITTING YOUR RECEIPTS TO THIS OFFICE.

TRAVEL CERTIFICATION STATEMENT

Date: _____

Destination/Purpose: _____

I attest that this trip is being taken/was taken for business purposes for Johns Hopkins University and that vacation is not a major consideration for this travel.

Traveler's Name (printed): _____

Traveler's Signature: _____