PennState

TRAVEL REIMBURSEMENT CHECKLIST - OCONUS

Traveler's Name _____ Access/User _____

Description of Travel

Were any expenses paid by a third-party? ☐ No ☐ Yes (provide details) _____

☐ Conference or seminar - attach registration receipt unless PREPAID (Non-PO Invoice or PCard). *Please attach conference or seminar agenda if available.*

| Travel Advance ☐ |
| Amount _____ |

Itinerary ☐ Check if airline itinerary should be used

DEPARTURE			ARRIVAL		
Location	**Date**	**Time**	**Location**	**Date**	**Time**

Combined with Personal Travel? ☐ No ☐ Yes (provide dates of personal travel) _____

In the grid below, check box if meal or lodging was provided.

Date	Breakfast	Lunch	Dinner	Lodging
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

PCard Used for Individual Meals? ☐ No ☐ Yes
If yes, these will be marked as PCard Meal Expense and deducted from reimbursement. Receipts are NOT required.

PCard Used for Event Meals? ☐ No ☐ Yes
If yes, itemized receipt required. Indicate purpose, those attending and relationship to Penn State and attach receipts.

☐ **OCONUS actual expense reimbursement was pre-approved.** ☐ Lodging ☐ Meals (attach receipts and/or logs)
☐ **Voluntary reimbursement reduction to adjust to actual meal or lodging costs** _____

Expenses Requiring Receipts

Cash PCard
☐ ☐ Airfare - Attach priced itineraries with agent fees (*attach comparison airfare if required*)
　　☐ Travel Arranger PCard Travel Arranger Name_____
☐ ☐ Bag Check Fees
☐ ☐ Rental Car
☐ ☐ Rental Car Fuel
☐ ☐ Taxi / Shuttles (*attach receipts including gratuity amounts*)
☐ ☐ Train or Bus (non-local)
☐ ☐ Parking: _____ ☐ Included in Lodging receipt detail (if yes, itemize lodging in SAP Concur)
☐ ☐ Lodging - Hotel / Motel (pre-approved actual expenses only) ☐ Online fees (if yes, itemize lodging in SAP Concur)
　　If paid by pcard are any charges listed non-reimbursable? ☐ No ☐ Yes (indicate on receipt)
☐ 　 Event Meals not paid on PCard - attach itemized receipt and detail on purpose and those attending
☐ ☐ Other: (provide detail, receipts and costs) _____

Expenses Not Requiring Receipts

☐ Lodging at Personal Residence _____ (Max $25 per day)
　 Dates Stayed: _____

☐ Personal Vehicle Mileage: Total trip mileage:_____
　 From_____ To _____ Return to:_____ or attach travel log

☐ Tolls:_____

☐ Local Bus / Metro / Subway:_____

　 Notes:

Account to Charge			
Department #	Cost Object Type	Cost Object #	Amount

ATTACH RECEIPTS and ADD NOTES as required to assure proper processing of your SAP Concur Report