

ERS TRAVEL REIMBURSEMENT CHECKLIST - OCONUS

Combined with Personal Travel? No Yes (provide dates of personal travel)	Itinerary [ar - attac ence or s	ch registration	ovide details) PREPAID (SRFC or PCard	For PCard) Travel Advance Amount \$				
Combined with Personal Travel? No Yes (provide dates of personal travel) In the grid below, mark with X if meal or lodging was provided. Date Breakfast Lunch Dinner Lodging						ARRIVAL				
In the grid below, mark with X if meal or lodging was provided. Date Breakfast Lunch Dinner Lodging Will be marked as PCard Meal Expense and deducted for reimbursement. Receipts are NOT required. PCard Used for Group Meals? No Yes. If so, if receipt required. Indicate purpose and those attending a 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 \$ Denses Requiring Receipts PCard Airfare - Attach priced itineraries with agent fees. (Attach comparison airfare if required) Travel Arranger PCard Name Rental Car Rental Car Rental Car Rental Car Fuel Taxi / Shuttles - attach receipts including gratuity amounts. Train or Bus (non-local) Included in Lodging receipt detail (if yes, itemize lodging in ERS) Group Meals not paid on PCard - attach itemized receipt and detail on purpose and those attending. Denses Not Requiring Receipts	Location				Time	Location	Dat	te	Time	
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	☐ Parking Group	Provide deta								
Lodging at Personal Residence: Name: Address	☐ Parking Group ☐ Other:		Receipts							
\$(Max \$25 per day) Dates Stayed: Account to Charge	Parking Group Other: enses Not Lodgin	Requiring F	=	nce: Name:						
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☐ Tolls: \$ Local Bus / Metro / Subway: \$	Parking Group Other: Lodgin Addre Lodgin Addre	Requiring F g at Persona ess ing at Persor ess	I Resider (Max s	\$25 per day ence: Name	/) Dates Stayed:	Bu		Account to 0	Charge	Am