



## ERS 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 (SRFC or PCard)  
*Please attach conference or seminar agenda if available.*

Travel Advance <input type="checkbox"/>
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, mark with X if meal or lodging was provided.

Date	Breakfast	Lunch	Dinner	Lodging
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**PCard Used for Group Meals?**  No  Yes. If so, itemized receipt required. Indicate purpose and 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 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 ERS)
  - Group 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: Name: \_\_\_\_\_  
 Address \_\_\_\_\_

\$ \_\_\_\_\_ (Max \$25 per day) Dates Stayed: \_\_\_\_\_

Lodging at Personal Residence: Name: \_\_\_\_\_  
 Address \_\_\_\_\_

\$ \_\_\_\_\_ (Max \$25 per day) Dates Stayed: \_\_\_\_\_

Tolls: \$ \_\_\_\_\_ Local Bus / Metro / Subway: \$ \_\_\_\_\_  
 Notes: \_\_\_\_\_

Personal Vehicle Mileage: Total Mileage: \_\_\_\_\_

Account to Charge			
Budget	Fund	Cost Center	Amount