The checklist below can be useful in helping ensure a travel and expense report is submitted properly in order to ensure prompt payment. When submitting a travel and expense report to the ORA Business Operation team, please use this checklist as a guide:

____ If applicable, the airfare receipt is attached and the method of payment for air travel has been noted on the receipt.
____ If applicable, the baggage claim receipt is attached and the method of payment for air travel has been noted on the receipt.
____ If applicable, the hotel receipt showing itemized charges is attached.
____ If applicable, the rental car receipt showing itemized charges is attached.
____ The type of expense has been indicated on each receipt (e.g., taxi, parking, shuttle, tolls, subway, etc.).
____ The method of payment has been noted on each receipt (“CC” if the JP Morgan corporate card was used or “Pers” if a personal credit card or personal cash was used).
____ Receipts and credit card sales slips are attached for all purchases as required by Policy 2.94.
____ For expenses where the receipt is missing or lost Policy 2.94, indicate on the expense report transmission documentation missing or lost receipt.
____ Alcoholic beverages have been flagged or notated on all receipts.
____ If a meal receipt is for multiple people, either (a) full names of all individuals are listed next to the receipt if 10 people or under or (b) the number of individuals is noted if 11 people or more.
____ Personal auto mileage documentation (MapQuest printout or mileage log) is included where required.
____ Any expenses which are non-reimbursable or non-payable are noted as Do Not Reimburse” on receipt(s).
____ Expenses related to membership dues or conference registrations should be submitted with an invoice. Invoices related to conference registrations should include the individuals name, conference name, address where conference will be held, date and cost.