Travel Expense Report Checklist

	Report name is the name of the trip followed by the dates of the first and last day of the trip. (Ex: Offshore Wind Power Conference 10-2-24 to 10-4-24)
	Start and end dates are the first and last days of the trip. (Ex: 10/02/2024 to 10/04/2024)
	Upload receipts and backup documentation to each transaction (except meals).
	Use the description field - while some receipts are self-explanatory, others require more clarification as to what was purchased & why.
	Ensure tips for meals, transportation, or any other service are not entered as they CAN NOT be reimbursed.
	Complete Travel Expense Report (including all approvals) within 10 days of returning from your trip.
	Visit www.ccri.edu/travel if you have further questions or need to report an issue.

Important Notes and Tips:

- Daily per diem is $50 for a full day and $25 for a half day.

  - Leaving after 12:00 pm on the first day or arriving before 12:00 pm on the last day is considered half day.

- The hotel card is for room fees and taxes ONLY. If a personal expense is charged to the hotel card in error:

  - Request the hotel to transfer the charges to a personal card; or

  - Personal expenses will be deducted from your per diem and you will need to reimburse the College for any excess amount over the per diem.

- Tips and upgrades for ride share transportation are NOT eligible for reimbursement.