

Travel Expense Report Checklist

- ☐ Does the Business Purpose match the type of travel? Separate reports are required for receiving training vs. performing work.
- ☐ Are the clock times of departure AND return entered in the description box?
- ☐ Are the meals being claimed entered in the description box?
(B=breakfast, L=lunch, D=dinner)
- ☐ Did you verify the Accounting Details (Contact SBF for coding)?
- ☐ Was the "Account" Code updated? **Pick appropriate purpose:*
 - *7312000 – In-State business
 - *7314000 – In-State Training (received)
 - *7316000 – Out-of-State Business
 - *7318000 – Out-of-State Training
- ☐ Was the correct Mileage Expense type selected?
 - Mileage Car(TD) = round trip exceeds 100 miles
 - Mileage Car = round trip under 100 miles
- ☐ Is the Lodging receipt attached? (all overnight travel - required even if paid with PCard)
- ☐ Is DMA Form 38 "State Training Request and Out of State Travel Authorization" attached?
- ☐ Is an Agenda attached (conference/training)?
- ☐ Are receipts attached for those expenses that require (see Required Receipts list)?
 - ☐ Did you print the expense report, attach the Original receipts and send to DMA-SBF?
(**ONLY** if receipts are required – otherwise printed submission is not necessary)

i.e. Description:

12/18 Departed HQ at 7am, to Fort
McCoy Overnight – LD
12/19 Returned at 3:30pm – BL

Supervisors – when approving:

- ☐ Is the Accounting Date in the present month? If not, change the date to today's date and save.
Come back to the report after an hour and attempt approval again.
(EXCEPTION: at beginning of State Fiscal Year in July – notice emailed on how to proceed)

General Information			
Report Description	Iowa June Area	Report ID	0000083227
Business Purpose	Business Travel-Out of State	Reference	GENERAL
Report Status	Submitted for Approval	Employee Base	Office
		Created On	06/15/2016
		Updated on	06/21/2016 5:47:50PM
		Attachments	
		By	
		By	
		Notes	
*Accounting Date	06/15/2016		
Accounting Template	STANDARD		