Travel Requisition & Reimbursement Checklist

Pre-travel documents, Self-Service requests, and Post-travel claims

Plan • Approve • Document • Submit

Prepared for District travelers and approvers

Financial Services Department

November 2026

Start here: the travel document set

Please use the current forms and procedures available on the Business & Financial Affairs webpage.
This checklist includes clickable resource links. Open the electronic version to access them.

1. **Travel Authorization & Claim Form**
   Complete estimated costs before travel; complete actual costs after travel.

2. **Travel Procedure**
   Explains approvals, allowable costs, prepayments, advances, and the final claim.

3. **Self-Service Procurement**
   Steps for travel advances and reimbursement requests (slide 4).

4. **AP 7400 Travel**
   District administrative procedure governing travel.

5. **M&IE Calculator**
   Calculate meals and incidental expenses before travel. Update for the final claim.

Additional resources → View all BFA policies, procedures & forms

Pre-travel checklist

Complete and secure documented approval before travel begins. Submit the request at least two weeks before travel.

TRAVEL AUTHORIZATION

- [ ] Complete the left side of the Travel Authorization & Claim Form.
- [ ] Enter travel details and all estimated costs.
- [ ] Identify the budget number and use Travel Object Code 55220.
- [ ] Attach supporting documentation for registration, conference, or other business purpose.
- [ ] Attach a map supporting mileage, if applicable.
- [ ] Route for supervisor and Vice President or President approval.

COST SUPPORT

- [ ] Include registration, transportation, lodging, mileage, parking/tolls, and M&IE estimates as applicable.
- [ ] Use the GSA rate for the destination ZIP code and attach the M&IE Calculator sheet.
- [ ] Use the M&IE Calculator to prepare your M&IE estimate.
- [ ] Adjust M&IE for meals provided; apply 75% for the first and last travel days.
- [ ] Confirm funds are available in the identified budget.

Current Travel Form

GSA Per Diem Rates

Submitting travel requests in Self-Service Procurement

Use Colleague Self-Service to create employee travel advance and reimbursement payment requests.

1 Open Procurement

From Self-Service, select Financial Management, then Procurement.

2 Select Create

Use View to see submitted requests. Select Create to start a new payment request.

3 Enter request details

Enter the request date. Your email and document type populate automatically. Add internal comments when useful.

4 Complete payment details

Select the employee or vendor.

- U.S. Bank cardholders: Select the appropriate AP Type
- J.P. Morgan Next cardholders: Select VENP

For either option enter the required payment information.

5 Add account and support

Enter the item description, quantity, price, and GL account. Save and attach the approved travel form and supporting documents.

Travel request types include employee travel advances and reimbursement requests. Attach the approved claim and all applicable support.

During travel: keep the record complete

A clean claim starts with complete documentation.

SAVE

- **All receipts**
- **Meals and incidentals are excluded because reimbursement uses the GSA per diem method.**
- **Track District-paid items and any advances.**

Document these items

- ☐ Actual transportation and lodging costs
- ☐ Parking fees and tolls
- ☐ Registration or other approved business costs
- ☐ District credit card charges
- ☐ Prepayments and travel advances
- ☐ Meals provided by the event for M&IE deduction

Do not claim separate meal reimbursement when claiming M&IE per diem.

Post-travel checklist

Complete the actual expense portion within 10 business days after returning.

FINAL TRAVEL CLAIM

- [ ] Complete actual expenses and include all costs, such as District-paid items and advances.
- [ ] Update the M&IE Calculator for actual travel and meals provided. Attach it with receipts and the GSA rate sheet.
- [ ] Deduct the GSA meal rate for meals paid by District credit card or provided by the event.
- [ ] Complete the Summary of Expenses and determine the amount due to the traveler or District.
- [ ] Sign and route the final claim to the supervisor for approval.
- [ ] If reimbursement is due, submit a Self-Service request with the final claim and supporting documents.
- [ ] If reimbursement is due to the district, contact your designated accountant

APPROVAL RULE

The Vice President or President reviews the claim again only when actual travel costs exceed the initial authorization and an increase is requested.

SUBMISSION PACKAGE

- Final signed claim
- Travel receipts
- GSA M&IE rate reference
- Completed M&IE Calculator
- Prepayment/advance details

Travel Procedure Self-Service steps

Quick reference: documents by stage

Use this slide as the final review before routing.

BEFORE TRAVEL

- [ ] Travel Authorization & Claim Form with estimates
- [ ] Conference agenda or business-purpose documentation
- [ ] Mileage map, if applicable
- [ ] GSA destination rate sheet
- [ ] M&IE Calculator with estimates
- [ ] Approval signatures
- [ ] Detailed prepayment support

SELF-SERVICE PROCUREMENT

- [ ] Correct payee or vendor
- [ ] Travel dates and clear description
- [ ] Appropriate AP Type
- [ ] Item quantity, price, and GL account
- [ ] Budget number with Object 55220
- [ ] Approved form and supporting attachments

AFTER TRAVEL

- [ ] Final claim with actual expenses
- [ ] Receipts, excluding M&IE receipts
- [ ] GSA M&IE reference
- [ ] Completed M&IE Calculator
- [ ] District-paid items and advances recorded
- [ ] Traveler and supervisor signatures
- [ ] Self-Service reimbursement, if due

Policies, Procedures & Forms

Current Travel Form

GSA Per Diem Rates

FAQs: Transportation Expenses

What transportation expenses are reimbursable?

- **District-Owned Vehicle:** Gasoline expenses are reimbursable.
- **Traffic and parking violations:** These are the responsibility of the driver.
- **Rented Vehicle:** The vehicle rental cost is reimbursable.
- **Personal Vehicle:** Mileage reimbursement is allowed in accordance with District policy.
- **Tolls:** Toll fees are reimbursable for all transportation methods listed above when reasonable and necessary.

FAQs: Actual Meals vs. Per Diem

Can I claim both actual meal expenses and the GSA per diem rate?

No, you must choose one reimbursement method:

- **Actual Expenses:** Reimbursement based on eligible meal expenses supported by detailed receipts.
- **GSA Per Diem:** Reimbursement based on the applicable General Services Administration (GSA) per diem rate.

You cannot claim both methods for the same meal expenses.

FAQs: Lodging Documentation

What supporting documentation is required for lodging?

An original, itemized hotel receipt (folio) is required. It must include:

- Traveler's name
- Dates of occupancy
- Actual room rate charged
- Confirmation of payment in full

The itemized hotel folio must identify all room charges, including:

- Room rate and applicable taxes
- Telephone charges
- Room service
- Other incidental charges

Important: Expenses not permitted under District policy or applicable credit card guidelines are the traveler's responsibility.

FAQs: Meal Per Diem

How is meal per diem calculated, and what are the requirements?

- Meal per diem is provided for travel more than **40 miles** from the traveler's home and/or primary workplace.
- Per diem rates are based on the GSA Meals and Incidental Expenses (M&IE) rates: GSA travel resources.
- The first and last calendar days of travel are reimbursed at **75%** of the applicable daily M&IE rate.
- Receipts are not required for meal per diem.
- Meals provided by a conference registration fee or during a meeting must be deducted from the daily per diem, using the applicable GSA M&IE rates.
- Travelers with food allergies must include a brief justification in the Travel Authorization package.

FAQs: Airport Mileage

How should mileage to and from the airport be calculated?

- Mileage is limited to the round-trip distance between the traveler's primary workplace and the airport.
- Travelers should not automatically claim mileage from their personal residence to the airport.
- If the traveler's personal residence is the starting point, reimbursement is limited to the primary workplace-to-airport mileage.

FAQs: Virtual Conferences

Do I need a Travel Authorization & Claim Form for a virtual conference?

No. A Travel Authorization & Claim Form is not required when attending a conference entirely virtually.

- **District credit card:** If the registration fee is paid using a District credit card, follow the applicable credit card documentation process. No reimbursement request is needed.
- **Traveler-paid:** If the traveler pays the approved registration fee personally, submit a reimbursement request through Self-Service Procurement with the appropriate supporting documentation.