Required Reimbursement Documents Checklist

Business Meeting Reimbursement

Please complete Business Meeting Expense reimbursement request form indicating the below required information

1) Original Itemized receipts
2) Type of Expense (breakfast, lunch, dinner, refreshment)
3) Type of Event (workshop, conference, staff recognition, etc.)
4) Purpose of the event or main agenda topic
5) Attendee list to include name, title, and affiliation of participants
6) Date and location of event
7) Name of the official host

Maximum per Person Rates

Breakfast	$ 34
Lunch	$ 59
Dinner	$103
Light Refreshment	$ 24

Travel Reimbursement

Please complete the Travel Reimbursement Form indicating the below information (if applicable) with original itemized receipts

1) Registration
2) Airfare
3) Rental Car (if any)
4) Parking
5) Lodging
6) Meals
7) Transportation (Taxi, shuttle, train & all other ground transport)
8) Mileage
9) Other Misc expenses (baggage fees, internet & phone)