

Expense Report Checklist

Business Purpose

- Who – name of attendee(s) or participant(s) including their position and affiliation
- What – name of the expense (dinner, travel tickets, dues) or event (name of conference, workshop, or meeting)
- Where – location where the event took place or destination traveled to
- When – date(s) or date range of event or expense
- Why – the reason for the expense
- No abbreviations, unless written out once within same expense report

Is information provided correct?

- Does the receipt match the P-Card charge?
- Does the Out-of-Pocket (OOP) receipt include both proof of payment and the method of payment used in the purchase?
- Are the charging instructions correct? Using the COA validator will determine if charging is valid. Confirming the COA with your Business office will determine if the charging is correct.
- Have you attached the receipts \geq \$75
- Are the receipts legible?
- If the expense is for a meal for 10 people or less include the following:
 - Each guests name and affiliation to Yale University
- If the expense is for a meal for greater than 10 people include the following:
 - Number of attendees
 - Affiliation to the University
- Do you have an itemized receipt for hotel bills?

Non-reimbursable Expenses

- Reimbursement for mileage and parking in New Haven
- In-room movies
- “No-show” charges for hotel and car service
- Personal parking tickets or traffic violations
- Upgrades (air, hotel, car, train etc.)
- Domestic Rentals: Do Not Purchase insurance coverage when renting in the Continental United States, including the District of Columbia

Additional Information

- If you are allowed to fly business class, you must determine the difference between the cost of business class and economy class and itemize this difference to expenditure item (Domestic/Foreign Travel – Unallowable). For more information, refer to the [Accounting for Air Travel Expenses guide](#).
- As a guideline, actual meal expenses should not be greater than the per diem allowance set by the federal government for the city visited

Specifics for International Travel

International expense generally refers to any goods or services **used** in a country outside the United States or any expense related to travel for activities conducted outside the United States. It doesn't matter if they are purchased in the US. Please see below for examples:

- Supplies purchased in the U.S. but shipped and used for activities conducted outside the U.S.
- A limo expense incurred to travel to JFK to board a flight to London to speak at a conference
- A hotel expense while in London to speak at a conference

Additional Information

- **International Rentals:** Do Purchase the LDW (Loss Damage Waiver; formerly called CDW or collision damage waiver) and LIS (Liability Insurance Supplement) insurance for all rentals outside of the Continental United States, including Alaska, Hawaii, Canada, Puerto Rico, and the US Virgin Islands.