

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	\$31
Lunch	\$54
Dinner	\$94
Light Refreshment	\$22

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)