

Tips/Hints to Streamline Your Travel Reimbursement

1. Receipts should be itemized and legible
2. Receipts should be arranged in chronological order and taped on 8 ½ x 11 paper
3. When possible, use your corporate card instead of your personal credit cards
4. Alcohol and other non-reimbursable items should not be submitted for reimbursement
5. Payment for working business meetings must include a list of attendees
6. Do not request reimbursement for Airfare, Car and Hotel upgrades
7. Missing necessary signatures

For more information, please contact Aiza Almario at 310-206-3368 or Allynn Lewis at 424-259-5039.