CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

# Expense Report Checklist

*You may use this guide as a reminder of items that may need to be included in your expense report. Depending on your travel, some of the following items may not be relevant.*

***It is highly recommended to submit your expense report as soon as possible and no later than 60 days after your travel end date.***

***Please reach out to Travel Services if you have any questions.***

- ☐ Receipts for expenses*
  - ☐ Hotel Folio (Payment Receipt)
  - ☐ Air (Itinerary with Receipt)
  - ☐ Registration
  - ☐ Car Rental
  - ☐ Transportation
  - D Other Business Expenses (ex. luggage fee, gas for rental)
  - ☐ *When itemizing expenses, be sure to include all trip expenses (not just out-of-pocket) in order to validate the total business cost of the trip.*

- ☐ Location-based per diem for meals & incidentals with overnight stay
  - ☐ If any meals were provided, include supporting documentation (ex. conference agenda)

- ☐ Additional Supporting Documents - examples provided below:
  - ☐ Attendance Verification for Virtual Webinars, Conferences, Training, etc.
  - ☐ Conference Agenda
  - ☐ Mileage Claim Form or Google Map
  - ☐ Approved Request for Travel
  - ☐ Approved Travel Exception Form if applicable
  - ☐ Travel Memo and Insurance (International Travel)
  - ☐ Federal per diem for countries visited (International Travel)
  - ☐ Any other document required by your department

**Travel reimbursement requires a digitized copy of the original receipt, itemized, and must show the method of payment. If the receipt does not show the method of payment, a bank/credit card statement will need to be submitted instead.*

**Travel Services:** ***323-343-3550; travel@calstatela.edu***

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