

Travel Voucher Submission Check List – (Not Required to Submit – Keep for your Records)

- _____ Use the current travel voucher form containing the current mileage rate reimbursement
- _____ Employee name correct and matches support documents (if applicable)
- _____ Employee ID included on voucher with Department name spelled out
- _____ Dates on voucher match receipts attached
- _____ Include original detailed receipts for all expenses more than \$10 (credit card statements are not considered original receipts)
- _____ Supply depart and return codes and times (needed to verify per diems if qualify)
- _____ If applicable, include support for currency conversion rate
- _____ If qualify for meal per diem, check return and departure times against “Per Diem Rates” tab on Travel Voucher form to make sure including correct rate
 - See Travel Day Trip Meal Reimbursement Eligibility form to see if qualify for breakfast or dinner meal allowance (must be in travel status for 10 hours)
<https://www.niu.edu/controllers/files/travel/meal-reimbursement-chart.pdf>
 - If qualify, submit original detail receipt with travel voucher
 - To qualify for Overnight Travel per diem must be in travel status a minimum of 18 hours
<https://www.niu.edu/controllers/files/travel/travel-overnight-stay.pdf>
- _____ If Lodging exceeds maximum allowance, conference support is needed such as a copy of brochure, registration form, etc. (Lodging limits for in-state/out-of-state travel may be found on the IHETCB home page) <https://www.stateuniv.state.il.us/travel/allowances/#Lodging>
- _____ Support breaking out airfare and lodging required for if purchasing a travel package; if breakout is not available package is not allowed
- _____ Complete funding distribution
- _____ List business purpose for each trip listed on the voucher (this includes listing purpose for rental car, internet, fax, or phone)
- _____ If your work headquarters is other than DeKalb location see below note**
- _____ List Commercial Card expenses and include copy of detailed receipts
- _____ List travel advance received (Only applicable for group travel with students)
- _____ Traveler’s signature required
- _____ Original signature by an authorized fund signer required
- _____ Approve and Submit travel voucher within 30 days of travel completion.

Note: **Please check with your department to make sure TA2 form has been submitted to the Provost Office for that travel timeframe. Please note travel reimbursement may be delayed if AP does not have approved form.