TABER CHECKLIST

Attachments:

- Itinerary
- Airline ticket receipt/boarding pass (when available)
- Hotel bill (original with proof of payment)
- Registration form and method of payment
- Car rental (receipt and contract)
- Per diem printout
- ONANDA printout for currency conversion
- Lost receipt form (if original receipt is not available)
- Calculate and document cost saving if staying extra nights

Justifications:

- Car rental
- Business purpose for trip (regardless of funding source)
- On federal grants, use of non-domestic air carrier

Other:

- Original signature for traveler and approver
- Dean’s signature for expenses over 60 days
- Time of departure and return
- All receipts should be original and itemized
- Note if registration, hotel or transportation was paid by RU
- Remember: no alcohol on state/federal accounts or grants
- Receipts should indicate what was purchased, the method of payment and who paid for the item or service. If the receipt is not complete, an additional document for “proof of payment” is required.