

College of Letters and Science Check List for Travel Expense Reports (TER's)

***** Use the Current/Updated Travel Expense and Travel Approval/Absence Request forms*****

Updated TER form in PDF format:

<http://www.bfs.uwm.edu/ASM/Files/5.2.3.e/4/7.0.0/5-2-03e.pdf>

- 1 Copy of the **PRE-APPROVED** L&S Travel Approval must accompany each TER. Requests must be filed **2 weeks in ADVANCE** of trip. No changes in funding amount or funding source will be allowed after the fact. Do not forget to include all Prepaid Charges that may have been paid via p-card or t-card.
- 2 All coding must be complete with accurate personal and travel information provided
- 3 Only original receipts are acceptable. If numerous receipts are attached they must be numbered and cross referenced on the report.
- 4 Registration fees over \$25 dollars require the registration form/page from brochure showing what is included in the registration (ie: any meals) to accompany the paid receipt for registration.
- 5 Rental of vehicles while traveling must be justified in writing. Reimbursement for mileage, rental or fuel requires a **PRE-APPROVED** "Drivers Form" on file with the UWM Risk Management Office. The form is available at: <http://www.uwm.edu/Dept/EHSRM/RISK/DRIVING/index.html>
- 6 Proper signatures obtained (traveler and supervisor) **-YOU MAY NOT SUPERVISE YOURSELF.** Type or Print clearly the Name of the Signing Supervisor on all Travel Expense Reports.
- 7 Meal reimbursements are allowed up to the State maximum ONLY. Check with your department chair regarding meal receipt requirements.

FOREIGN TRAVEL

For all foreign travel reports the above apply as well as the two additions below:

- a Credit card statement showing paid airfare or paid itinerary invoice must accompany airfare ticket.
- b EACH foreign receipt must be converted to US dollars, numbered and cross referenced on the travel report.

ALL TER'S MUST BE AUDITED IN THE DEPARTMENT BEFORE SENDING TO L&S ADMINISTRATION FOR FINAL APPROVAL.

February 2006 "Pocket Travel Guides" are available at <http://www.bfs.uwm.edu/ASM/Files/5.2.3.d/2/16.0.0/5-2-03d.doc>