

Travel Dept. Return Checklist

Please turn in the following when you have returned from your trip

- If the city you are traveling to is not listed on the mileage chart, print a [Google Maps](#) copy and attach to your request.
Do not use decimals for mileage. Round mileage to the nearest whole number based on decimal. 4 and below round down, 5 & above round up.

Hotel, Meals & Incidentals

- Please make sure the columns are added across and down in the “**Total Per**” and “**Subtotal**” columns
 - Meals should be recorded under the “Meals” column. Under “Per Diem” column please indicate B, L, and D for Breakfast, Lunch, & Dinner indicating which meals you have included in the totals.
 - If hotel includes parking on your bill please be sure to separate the parking charges and include them under the “Incidentals” column. You will then write in (2) above the parking charge to identify the incidental. If more than one, please list all.
 - Meals, hotel, parking, and any other incidental fees that are not paid by T-Card will need to be broken down **by day**. Ex.(If parking receipt is for 5 days and the total is \$35, a \$7 per day charge will need to be put down individually on the [TR-1](#).
 - Attach **ORIGINAL ITEMIZED** receipts for all expenses(**including meals**)
- **Checking out of your hotel the receipt must show a 0 balance in order to be accepted.**

If you are on an overnight trip, **attach GSA Meal allowance** page from the city and state you are visiting if **not** listed on ATU website. Form is located at <http://www.gsa.gov/portal/content/104877>

TR-1 Completed

- All itemized receipts, parking passes, checked baggage tickets