

Concur Expense Report Checklist for Participant Travelers

Once your ORISE travel/trip is complete, you must complete an **Expense Report** in the *Concur Travel System*. This checklist is provided for your use to ensure all required fields are complete and receipts are provided.

Receipts are required for any miscellaneous expense exceeding \$75/each.

- An asterisk * indicates items where receipts are required regardless of amount.

ORISE Participant Travel Guide: <https://orise.orau.gov/travel-central>

- A job aid for completing the *Expense Report* form is available on this website.

Expense Report Checklist

Completed	Items Needed
	<p>Airfare* – If purchased by the ORISE travel agency (TLC), airfare will be listed on your <i>Concur Dashboard</i>. The receipt will be already be included and you will need to add this to your <i>Expense Report</i>.</p> <p>If airfare was purchased by traveler, upload a copy of your e-ticket receipt showing dates, method of payment, ticket number, etc.</p>
	<p>M&IE - Meals and Incidental Expenses (Per Diem) – Per diem for each business day must be included on your <i>Expense Report</i>, even if you received a <i>Cash Advance</i> for this expense prior to travel.</p>
	<p>Baggage Fees – ORISE reimburses the traveler for the first checked bag.</p> <p>If you have additional baggage charges and the charge is reimbursable (for example, the 2nd bag contained meeting materials or an additional bag was needed due to length of trip), you must provide an explanation on your <i>Expense Report</i>.</p>
	<p>Rental Car * – A copy of the itemized rental car receipt must uploaded (deduct any unallowable expenses such as fuel service option and insurance).</p> <p>Receipts indicating “estimated expenses” are not acceptable for audit purposes; a final paid receipt must be provided.</p>
	<p>Lodging * – Itemized lodging receipt showing dates/location/nightly rate/taxes/method of payment. A final paid receipt must be provided; a reservation confirmation is not acceptable.</p> <p><i>Reminder:</i> Airbnb rentals are unallowable and will not be reimbursed.</p>
	<p>Registration/Workshop Fee * – Receipt showing amount paid registration fee.</p> <p>A receipt is required whether or not a <i>Cash Advance</i> for provided for the registration fee.</p>
	<p>Ground Transportation – Must be itemized on the <i>Expense Report</i> with amount(s) and to and from location(s) (i.e. hotel to conference center, etc.).</p>
	<p>Miscellaneous Costs - Parking Fees, Toll Fees, etc.</p>
	<p>Privately Owned Vehicle (POV) – List any mileage you incurred traveling from home to/from airport, home to your destination, intracity mileage from your lodging location to place of business daily.</p>
	<p>Cash Advance – any <i>Cash Advance</i> you received prior to your travel will be listed on your <i>Concur Dashboard</i> and must be included on your <i>Expense Report</i> for the corresponding trip.</p>
	<p>Documentation - Make notes of any unusual circumstances.</p> <p>For Example: shared a room, no lodging stayed with family, rode with another traveler so no transportation cost, rode in government vehicle, any explanation regarding flight delays, trip shortened or extended, etc.</p>
	<p>Justification – A justification must be included in the comments/notes section for any expense related to changes made to dates of travel, airline change fees, or lodging dates during your trip.</p>