Top 10 Travel Expense Issues

The following are the Top 10 Travel Expense Issues that Central Travel find when reviewing travel expenses for approval.

10. Study Abroad Itinerary
   - Missing Itinerary
   - Itinerary does not include details of trip including dates and locations

9. Personal Expenses
   - Personal Dates not excluded from Fixed Meal itinerary
   - Car rental not prorated to exclude personal dates
   - Additional lodging expenses not marked as personal expense
   - When manually entered, the first and last day of travel are not being calculated at 75%
   - Personal days not claimed correctly to allow system to calculate first and last days of travel at 75%
   - Meals provided by conference or other not marked as excluded

7. Rental Vehicles
   - Class rented is outside allowable class types (with no explanation)
   - Additional insurance purchased on domestic rentals
   - No itemized receipt

6. Hospitality Meals
   - Attendee list not included on meal expense
   - No business purpose listed
   - Provided Hospitality meal not excluded from Fixed Meal Itinerary

5. Request for Leave of Absence (RLA)
   - Form required but no attached
   - Not all required signatures obtained
   - Form has been revised but not rerouted for approvals

4. Traveler’s Submission
   - Traveler must submit first iteration of Expense Report to act as their electronic signature
   - Fiscal approver should verify audit trail

3. Incomplete Receipts
   - Airfare – Missing the following:
     - Class of Fare
     - Flight codes
     - All legs of trip
   - Lodging – Missing the following:
     - Itemized Receipt
     - Not a true receipt; reservation confirmation only
   - Hospitality – Missing the following:
     - Itemized receipt (only presenting credit card tape)

2. Missing Receipts
   - All expenses that are equal to or greater than $75
   - Lodging – Always required
   - Hospitality – Always required

1. Cost Comparison
   - Missing when required
   - Incomplete – only partial results
   - Incorrect – only one ways, invalid dates, multiple airlines not used