

International Travel Expense Report Checklist

An International Travel Expense Report will be required if the traveler goes on University business trip. You must identify all travel expenses that were incurred throughout the trip.

Checklist

- Attach Approved Paper Travel Request (if applicable)**
- Concur International Travel Request must be linked to the Expense Report (if applicable)**
- Review Report Header**

Appropriate options were selected in the following fields:

- Policy - Selected State Travel
- Report/Trip Name - correcting naming convention
 - [Month] [Year] Destination
 - Example: JAN 2019 Belgium
- Report/Trip End Date
- Start Time
- Report/Trip End Date
- End Time
- Trip Type
- Main Destination City
- Additional Cities/State or Cities/Countries Traveled To
- Report/Trip Purpose
- Mailing Address Current?
- Does this trip contain personal travel?
- Personal Dates and Locations
- Comment - included personal travel details or paper TR# (if applicable)
- Division
- Department ID
- Fund

- Attached receipts on certain expenses - required receipts attached**

Reviewed Expenses

- Travel expense amount was selected appropriately and within the department's budget.

Ensure these travel expenses have been added (if applicable to the traveler's trip) and reviewed:

 Travel Allowances Itinerary

- Adding Itinerary for every leg of the trip (required even if not claiming Per Diem Rate)
- If claiming Per Diem Rate, include the following in your itinerary:
 - Lodging
 - Meals for Breakfast, Lunch, and Dinner
 - Incidentals

 Claiming Actuals (Cannot exceed Per Diem Rate)

- Lodging
 - Nightly rates and taxes have been itemized
- Actual Per Day Meal Expense
- Actual Incidentals Per Day
- Upload a copy of the Foreign Per Diem Rates from Defense Travel Management Office
 - <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

 Airfare/Airline Fees (Baggage, Wifi, etc.) **Car Rental/Car Rental Gas** **Rail** **Parking Fee** **Taxi/Shuttle** **Personal Car Mileage** **Registration Fee/Workshop** **Agenda, Program, Flyer must be attached**

- If unavailable, provide completed Statement of Purpose form, which can be found on:

Need help?



Contact Concur Support at concur@fullerton.edu or at 657-278-3600.