

TER DOCUMENT CHECK-LIST



Receipts

- Hotel folio- itemized
- Taxi/ Uber/ Lyft, etc.
- Bus/ train
- Baggage

Conference/ Meeting registration confirmation

Conference/ Meeting agenda print out, not a link

Travel Summary Report

Copy of local M&IE for meeting/conference

Foreign exchange paperwork from OANDA.com for each receipt not in US currency on the date of purchase

Map of mileage from home to airport- round trip

Missing receipt form (if applicable)

Please see more information on the following page.

What to Include in the Travel Expense Report (TER)



- **Receipts:** Scanned copies of detailed receipts are accepted for reimbursements. Occasionally, receipts may not be available upon the submission of the TER. In these cases, a **Missing Receipt Form** must be submitted for the expense. A single scan inclusive of all receipts is acceptable. Credit card statement screenshots are used for **back-up only** and are not acceptable as receipts. All receipts attached should be original receipts.
- **Conferences, workshops, meetings, etc.:** a **PDF** of the agenda and/or brochure must be included for reimbursement. **DO NOT ATTACH A LINK TO AN AGENDA**- the TER will be returned to you.
- **Mileage:** if being claimed (from home to the airport), a Google Map or similar PDF showing the miles traveled needs to be attached as part of the claim.
 - [Privately Owned Vehicle \(POV\) Mileage Rates](#)
 - [Google Maps](#)
- The **Travel Summary Report (TSR)** is a required form for all Rubin Obs travel and must be included for reimbursement to be made. Please use most current version of the **TSR** - all others versions will be returned.
- **Meals & Incidental Expenses (MI&E) Per Diem:** the traveler is required to submit a copy of the per diem rate for the location of which he or she traveled for the business event. Please feel free to use a PDF version of the itinerary summary email the Travel Administrator sends prior to departure.
 - [Domestic MI&E Per Diem Rates](#)
 - [Hawaii, Puerto Rico, Guam, etc. MI&E Rates](#)
 - [Foreign MI&E Per Diem by Location](#)
 - [Foreign MI&E Per Diem Breakdown](#)
- **Foreign travel:** if any receipts are in a foreign currency, attach [Oanda.com](#) conversion PDF for **each** charge on **the date** it was charged and/or submit credit card statement with conversion in USD.

For questions and forms please see the [Rubin Obs Travel Website](#) or contact [Erin Carlson](#), Rubin Obs Travel Administrator.