

TABER Checklist

All TABERS must include a **full explanation** of the rationale for charging the expenses (i.e. "to attend conference" or "to present findings" is NOT sufficient). Expense reimbursement requests require specific information. The TABER must include the original signatures of the requester and the approver(s). Please refer to **University Policy 40.4.1, Travel and Business Meal Expense Policies & Procedures**.

TABER Sheet

- Please put list of expenses in chronological order on the TABER sheet. Also, put the receipts or back up documentation in the same order
 - Make sure account distribution information is listed {Fund source(s), Org ID # and Natural Account (sub-code)}
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Commercial Air

- Airline ticket receipt, e-ticket receipt, or detailed invoice/itinerary showing all times of departure, flight numbers, class of service, fare basis, ticket or confirmation number and proof of payment.
 - Passenger copy of the air ticket (boarding pass) should be attached whenever possible.
 - Proof of payment (i.e., credit card being charged – "AMEX XXXXXXXXXXXX5678")
 - Please provide comparable airfare information if dates of flight itinerary exceed actual conference days +2. The purpose is to document airfare did not increase due to additional days.
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Commercial Bus/Rail Fares

- Ticket stub or detailed receipt showing the fare and proof of payment and needs business purpose (for example: "Took the Metro (Washington DC) from hotel to conference site")
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Lodging

- Original** receipted hotel or motel bill specifying daily rate, date(s) of stay, and evidence of payment. If copy of hotel bill is provided please have the traveler fill out a "Lost Receipt Form".
 - Express checkout itemized receipt with the credit card being charged (conceal credit card number).
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Car Rental

- Rental is limited to intermediate size vehicle.
 - Business justification and explanation that there were no other means of comparable transportation. Or rental car was less expensive than taxi/car service
 - Rental contract AND **original** receipts .
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Privately Owned Vehicle Mileage

- Starting/ending location(s) with date(s).
 - Purpose of travel
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Meal Expenses

- No reimbursement for meals provided by any other source.
 - Per diem option using University or IRS rate table (no receipts required).
 - Itemized original** receipts with proof of payment (lost receipt form with itemization & proof of payment if original receipt is lost or not available).
 - \$60 daily maximum** for actual meals supported by receipts.
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Business Meeting Meal Expenses

- Itemized original receipts** with proof of payment (Cash or Credit card (method of payment for example "VISA XXXXXXXXXXXX7890")
 - A full explanation of the business purpose for the meal, including topic of discussion.
 - List of participants (full names) with affiliation and relationship to the project.
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Registration Fees

- Explain the purpose for attending the conference/meeting.
 - A receipted bill or registration confirmation with the fee noted and proof of payment.
 - A copy of the fee sheet detailing the conference itinerary (or brochure).
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Incidentals, Supplies, Misc. Expenses

- Purchase limited to \$500 by the University's Small Dollar Incidental policy.
 - Dated **original** receipts or invoices with evidence of payment.
 - Detailed business purpose of the purchase.
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Currency conversion

- Currency exchange receipts or bank/credit card statement to validate the conversion process.
 - Oanda currency converter if exchange documentation is not available.
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Translation

- Provide an English translation/explanation for all foreign language receipts.
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Signature

Date