TABER Submission Checklist

The university will reimburse reasonable, necessary, appropriate and approved travel and business expenses incurred in the performance of university business. 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). TABERS must be submitted within 60 days of incurring the expense or after the return to the work site. Please refer to University Policy 40.4.1, Travel and Business Meal Expense Policies & Procedures.

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.

Commercial Bus/Rail Fares
☐ Ticket stub or detailed receipt showing the fare.
☐ Reasonable, actual cost. Business/First travel requires a business purpose to support additional cost.

Lodging
☐ Original receipted hotel or motel bill specifying rate, date(s) of stay, and evidence of payment.
☐ Express checkout itemized receipt with the credit card being charged (conceal credit card number).

Car Rental
☐ Rental is limited to intermediate size vehicle.
☐ Business justification required.
☐ Rental contract AND original receipt.

Privately Owned Vehicle Mileage
☐ Starting/ending locations and dates.
☐ Purpose of travel (note: “to attend meeting” is NOT sufficient).

Meal Expenses
☐ No reimbursement for meals provided by any other source.
☐ Per diem option using University or IRS rate table (no receipts required).
☐ Actual meal expense option when supported by original receipt with proof of payment.
☐ $60 daily maximum for actual meals supported by receipts.

Business Meeting Meal Expenses
☐ Itemized original receipts with proof of payment.
☐ A full explanation of the business purpose for the meal, including topic of discussion.
☐ List of participants (full names) with affiliation.

Registration Fees
☐ An explanation of 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) to substantiate the business purpose, the time period of the trip and the amenities provided by the conference or meeting.

Incidentals, Supplies, Misc. Expenses
☐ Goods or services personal funds purchases limited to $500.
☐ Business purpose of the expenditure.
☐ Dated original receipts or invoices with proof of payment.

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

Translation
☐ Provide an English translation/ explanation for all foreign language receipts.
**TABER Processing Steps**

1. Organize (tape small receipts on regular paper) according to order of items on TABER form.

2. Review traveler information to make sure all was completed accurately.
   
   a. Be sure to add the employee ID
   
   b. Please note that checking the box “Call for Pickup” delays the processing and so unless the traveler insists on picking up the check him/herself, this should be removed.

3. Review expenses to make sure acceptable for reimbursement and amounts are correct. Make any revisions necessary.

4. Review Purpose of Business Expense to make sure it is completed and that the explanation makes sense.

5. Make sure traveler signed in the appropriate place. Keep in mind that the signature must be an original signature.

6. Complete the Account Distribution section.

7. Forward to Vicki who will give a final review before passing it on to Elizabeth or Narda for approval.