**TABER Checklist**

All TABERS must include a **full explanation** of the rational 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.*

### 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)

### Commercial Bus/Rail Fares
- Ticket stub or detailed receipt showing the fare and proof of payment.

### 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 and explanation that there were no other means of comparable transportation.
- Rental contract AND original receipt.

### Privately Owned Vehicle Mileage
- Starting/ending locations with 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).
- Itemized original receipts with proof of payment (lost receipt form if original receipt is not itemized).
- $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 and relationship to the project.

### 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).

### Incidentsals, Supplies, Misc. Expenses
- Purchase limited to $500 by the University’s Small Dollar Incidental policy.
- Dated original receipts or invoices with evidence of payment.
- Business purpose of the purchase.

### Currency conversion
- Currency exchange receipts or bank/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.

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**Signature**

**Date**