Shared Travel Services TEM Checklist

Authorization (AT)

AT Summary- Page 1
☐ Does the Report Name include unit, a Traveler last name, and at least first initial, dates of travel (including personal days), From-To locations?
☐ Is the Report Date in the current month?
☐ Is the correct Report Type checked (Instate or Out-of-State)?
☐ Does the Itinerary include the place, dates, and times for the business only portion of travel?
☐ Does the Comments section include all information about the trip such as, personal days, special instructions, link to conf web site for agendas, list of group travelers, etc?
☐ Is the travel taking place in the current fiscal year? If no, contact the Business Office for further instructions.

AT Summary- Page 2 (Hint: click on the arrow to look at the expense detail)
☐ Is the hotel rate less than 150% of the allowable (compare to the lodging column of the per diem list- [https://www.uaf.edu/financial/Travel/Per_Diem.pdf](https://www.uaf.edu/financial/Travel/Per_Diem.pdf))? If no, is the business reason for exceeding the allowable cost listed in the Description box?
☐ Is the car size an intermediate or smaller? If no, is the business reason for exceeding the allowable size listed in the Description box?
☐ Is per diem listed for all the appropriate days with the correct location (where you rest your head that night)?
☐ Does the last day of per diem indicate your true location (generally, it should be your home city)?

AT Summary- Page 3
☐ Is the funding listed correct?
☐ Are there any NSF errors in the funding? If yes, contact the appropriate fiscal officer.
☐ If you are submitting a $0 reimbursable AT, do you have one line of Misc Travel Expense with $0?
☐ If you are not submitting a $0 reimbursable AT, are all funding lines non-$0? If no, go to Page 2 and delete the $0 expenses.

AT Summary- Page 4
☐ Is the Business Office purchasing the airfare? If yes, is that indicated with the desired itinerary in the description box?
☐ Is the Business Office paying for the registration fees? If yes, is that indicated in the description box?
☐ Is the funding for the non-reimbursable expenses the same as the reimbursable expenses? If no, is the proper funding indicated in the Description box?

Back-up Documentation (AT)
Using the subject line of "AT0XXXX_LastName send backup to uaf-shared-travel-services@alaska.edu,"
- Detailed AT Report
- Agenda or invitation with place and dates
- Preferred airfare itinerary
- Business/Personal itinerary comparison

Expense Report (ER)

Related Document Tab
☐ Is the proper AT listed as a related document? If no, delete ER and generate new ER using the proper AT.

ER Summary- Page 1
☐ Is the report date in the current month? If no, change the Report Date.
☐ Is the actual itinerary the same as listed on your AT? If no, correct the dates and times.

ER Summary- Page 2
☐ Did you enter the actual amount of expenses as shown on your receipts?
☐ Are you requesting reimbursement without a receipt? If yes, you are limited to $25 for the entire trip and it must be noted in the description box.

ER Summary- Page 3
☐ Is the funding of the trip the same as listed on the AT? If no, make a note in the comments on page 1 and change the funding lines for the expenses on page 2.

ER Summary- Page 4
☐ Is the funding of the non-reimbursable expenses the same as listed on the AT? If no, note it in the description box.

Back-up Documentation (ER)
Using the subject line of "AT0XXXX_Last Name", send to uaf-shared-travel-services@alaska.edu or attach to TEM.
- Detailed ER Report
- Agenda (indicate any meals that were provided)
- Receipts for lodging, airfare, ground transportation, parking, meal, etc. showing payment method and $0 balance due.
- Airfare comparison for business and personal travel if it changed from when you did the AT.