Top 10 Travel Expense Issues

The following are the Top 10 Travel Expense Issues that Central Travel find when reviewing travel expenses for approval.

10. Study Abroad Itinerary
    - Missing Itinerary
    - Itinerary does not include details of trip including dates and locations
9. Personal Expenses
    - Personal Dates not excluded from Fixed Meal itinerary
    - Car rental not prorated to exclude personal dates
    - Additional lodging expenses not marked as personal expense
    - When manually entered, the first and last day of travel are not being calculated at 75%
    - Personal days not claimed correctly to allow system to calculate first and last days of travel at 75%
    - Meals provided by conference or other not marked as excluded
7. Rental Vehicles
    - Class rented is outside allowable class types (with no explanation)
    - Additional insurance purchased on domestic rentals
    - No itemized receipt
6. Hospitality Meals
    - Attendee list not included on meal expense
    - No business purpose listed
    - Provided Hospitality meal not excluded from Fixed Meal Itinerary
5. Request for Leave of Absence (RLA)
    - Form required but no attached
    - Not all required signatures obtained
    - Form has been revised but not rerouted for approvals
4. Traveler's Submission
    - Traveler must submit first iteration of Expense Report to act as their electronic signature
    - Fiscal approver should verify audit trail
3. Incomplete Receipts
    - Airfare – Missing the following:
        - Class of Fare
        - Flight codes
        - All legs of trip
    - Lodging – Missing the following:
        - Itemized Receipt
        - Not a true receipt; reservation confirmation only
    - Hospitality – Missing the following:
        - Itemized receipt (only presenting credit card tape)
2. Missing Receipts
    - All expenses that are equal to or greater than $75
    - Lodging – Always required
    - Hospitality – Always required
1. Cost Comparison
    - Missing when required
    - Incomplete – only partial results
    - Incorrect – only one ways, invalid dates, multiple airlines not used