

Gordon State College Travel Audit Checklist**Intercampus mileage - Mileage Reimbursement from one GSC campus to another GSC campus**

NO COMMUTE MILES TAKEN INTO CONSIDERATION BECAUSE CAMPUS TO CAMPUS

Intercampus Mileage	Yes	No	Travel Auditor Initials
1 Did the employee turn in an Authority to Travel Form SIGNED PRIOR TO DEPARTURE	Move to Question 2	NOT REIMBURSABLE	
2 Did the employee include MapQuest from starting location to ending location and the requested reimbursement matches	Proceed with reimbursement	Request Mapquest from employee	
Expense Report Audited by _____ Date _____			
Expense Report Reviewed by _____ Date _____			