Gordon State College Travel Audit Checklist

Overnight Travel- Travel for a multi day trip within the State of Georgia

IF THE EMPLOYEE IS REQUESTING ITEMS OTHER THAN THE BELOW CATEGORIES- ASK Compliance

	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 REIMBURSEABLE	
2	Was the travel on a workday (For example travel on a Saturday or Sunday when an employee typically works Monday through Friday)	Deduct Commute Miles	DO NOT DEDUCT Commute Miles	
3	Did the employee include Mapquest from starting location to ending location and the requested reimbursement matches	Proceed with reimbursement	Request mapquest from employee	
4	Did the employee include an agenda or memo to document business purpose for traveling	Proceed with reimbursement	Request agenda from employee	

	Meals	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 REIMBURSEABLE	
2	Were Meals Provided	Subtract provided meals from daily per diem and then reimburse at 100% of perdiem	Meals reimbursed at 100 % of per diem	

	Hotel	Yes	No	Travel Auditor Initials
1	Did the employee travel at least 50 miles from their home campus and home residence in the system	Proceed to Question 2	NOT REIMBURSEABLE UNLESS EMPLOYEE PRESENTED AT CONFERENCE	
2	Hotel Receipt Included with ZERO dollar balance	Proceed to Question 3	Request receipt from EMPLOYEE	
3	If employee paid with GSC Check- All Taxes WAIVED ***PLEASE NOTE THE $5.00 GA State Fee will not be waived***	Ensure employee submits proof of hotel receipt after trip	Employee must write a memo explaning why taxes were not waived and have manager of Hotel Sign	
4	If employee paid with personal check, credit card, etc- HOTEL MOTEL Taxes Waived ***PLEASE NOTE THE $5.00 GA State Fee will not be waived***	Proceed with reimbursement- Expense report amount should match receipt	Employee must write a memo explaning why taxes were not waived	

	Parking	Yes	No	Travel Auditor Initials
1	Did the employee include the receipt	Ensure receipt matches amount entered on expense report	Employee must complete lost receipt form	

Expense Report Audited by	Date
Expense Report Reviewed by	Date