Gordon State College Travel Audit Checklist

Overnight Travel- Travel for a multi day trip outside 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- MUST HAVE ATT for Outside GA travel	Move to Question 2	NOT REIMBURSABLE	
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 REIMBURSABLE	
2	Were Meals Provided	Subtract provided meals from daily per diem and then reimburse at 75% (For example if a lunch was provided in standard area it would be $28.00 - $7.00= $21.00 X .75= $15.75 reimbursable)	Meals reimbursed at 75 % 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 REIMBURSABLE UNLESS EMPLOYEE PRESENTED AT CONFERENCE	
2	Hotel Receipt Included with ZERO dollar balance	Proceed with reimbursement ensuring receipt matches expense report	Request receipt from EMPLOYEE	

	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	

	Air Travel	Yes	No	Travel Auditor Initials
1	Did the employee include the cost comparison	Proceed to Question 2	Employee must document why they failed to complete cost comparison	
2	Did the employee include the receipt	Ensure receipt matches amount entered on expense report- POSSIBLE PREPAID ITEM	Employee must complete lost receipt form	

Expense Report Audited by Date

Expense Report Reviewed by Date