Gordon State College Travel Audit Checklist

Single Day Travel- Travel for a one day trip

IF THE EMPLOYEE IS REQUESTING ITEMS OTHER THAN MILEAGE OR MEALS- ASK Compliance Department

	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	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
2	MEALS CANNOT BE REIMBURSED FOR SINGLE DAY TRAVEL	NOT REIMBURSABLE	NOT REIMBURSABLE	

Expense Report Audited by	Date
Expense Report Reviewed by	Date