



## **Grant-Funded Travel Reconciliation Checklist**

Use this checklist to ensure your grant-funded travel reimbursement is complete and accurate before submission, helping ensure a smooth and timely reconciliation process.

### **1. Required Documentation After Travel**

Air / Transportation:

- ☐ Itemized airfare receipt
- ☐ Itemized baggage, ground transportation receipts

Lodging:

- ☐ Itemized hotel receipt

Meals:

- ☐ Itemized meal receipts
- ☐ Confirmation that no alcohol was charged

Conference:

- ☐ Agenda, schedule, itinerary provided
- ☐ Registration receipts provided

Mileage & Vehicle Use

- ☐ Google mileage map logs with destinations and purpose
- ☐ Reimbursement calculated using approved federal rate
- ☐ Parking and toll receipts
- ☐ Itemized rideshare receipts (if applicable)

### **2. Reconciliation Form Requirements**

- ☐ Completed excel reimbursement form
- ☐ Business purpose stated
- ☐ PI approval obtained
- ☐ All documents attached
- ☐ Credit card or bank statements highlighted for the applicable expenses.
- ☐ Submitted within deadline (15-30 days after travel)