Business Expense Checklist

Conferences - Domestic

- All receipts for Travel must be itemized with payment method.
- Airfare – Must have the airline name, travel dates, times, cost
  - Per UM policy preferential seating and travel insurance are unallowable costs
  - If travel will extended for non-business related days, traveler must present a comparable airfare quote for only the conference dates, one day before, one day after.
- Baggage/Airline Fees
- Registration Fees
- Hotel – itemized hotel bill, with payment method listed.
  - Air B&B, not allowable per UM Policy
- Ground Transportation: Taxi, UBER, Lyft, receipt, with explanation of business relation for trip. (Per diem already covers travel to and from meals)
- Car Rental - compact or mid-size car
- Gas for Auto Rentals
- Parking
- Per Diem on travel days is automatically deducted in Workday when entering travel departure and arrival time.
- Per Diem (Automatically populate in Workday, no longer need to print GSA page)
- Conference Program with dates of event

Conferences - International

- International Travel report via https://www.internationalso.com/
- Per Diem (Automatically populate in Workday, no longer need to print GSA page)
  - International Per Diem Rates: https://aoprals.state.gov/web920/per_diem.asp
- Foreign expenses — Most used Oanda https://www.oanda.com/currency/converter/

Workday Report
FIN-ACC-Transaction Audit-P&L by Organization (Management Budget)