

Tennessee State University
Claim for Travel Expense
Out-of-State Travel Checklist

Items Needed:

1. Claim For Travel Expense Form
2. Tennessee Board of Regents General Travel Policy
3. Original receipts
4. Purchase Order Number (out of state travel will be issued a different PO number. This is NOT your In-STATE PO number)

Line Items

- Department Name – Cooperative Extension

- Travel Purchase Order Number – PO Number provided

- FOAPAL – Fund number provided, Org – 17095, Account – 73200, Program – 300

- Banner Vendor ID Number – Your T Number WITHOUT T

- Claimant – Your Name (please no nicknames, only the name listed in the directory)

- For The Period FROM – Month, Day, Year of travel (e.g. 7/5/16); TO – Month, Day, Year (e.g. 7/8/16)

- Date – First day of departure (e.g. 7/5). Will use a different line for each day of travel.

- Place Departed – Location of departure site (e.g. Jackson, TN). You may use your home address if the travel is on a weekend or holiday. You may also use your home address if the distance is shorter to destination.

- Place Arrived – Location of destination (e.g. New Orleans, LA).

- Miles – You may report your actual mileage. Mileage is verified by the Travel Office.

- Airline, Bus or Rental Car – Enter actual amount only if you incurred expense. Must have original receipt. If Wright Travel secured airline ticket, you will not claim.

- Taxi of Limo - Enter actual amount only if you incurred expense. Must have original receipt.

- Lodging – Enter actual amount of rate and taxes per night. Must have original receipt.

- Meals – Per Diem – Use 75% column for days of departure and return. Use 100% column for days not of departure nor return (e.g. depart 7/5 (75% day), 7/6 (100% day), 7/7 (100% day), return 7/8 (75% day). Use Tennessee Board of Regents General Travel Policy for general reimbursement rates.

- Parking - Enter actual amount only if you incurred expense. Must have original receipt.

University Policy (5.9.15) - Claims for reimbursement of travel expenses should be **SUBMITTED NO LATER THAN THIRTY (30) DAYS** after completion of the travel. Claims submitted after this period **MUST** provide written explanation for the delay.

- ❑ Other - Enter actual amount only if you incurred expense. Must have original receipt. Examples of other may include registration fees, etc.
- ❑ Comments and Explanations – Purpose of the travel (e.g. Annual National Association of Extension 4-H Agents Conference)
- ❑ Home Address – Complete home mailing address
- ❑ Signature – Sign, TSU email address, and county office phone number
- ❑ Official Station – County Director signature and date

Items to Submit

- ❑ Signed Claim For Travel Expense
- ❑ Original receipts

Mail Signed Claim and original receipts to

Cooperative Extension
Tennessee State University
3500 John A. Merritt Blvd
Nashville, TN 37209

If you have any questions, please contact
LaSonia Brown
(615) 963-1351
lasonia.brown@tnstate.edu

**** Make Copies of the signed claim form and original receipts
prior to mailing. ****

