Receipts

Travel Authorization #:

Traveler Name:

Trip Dates:

Trip Destination:

Daily Meal Reimbursement: $

# Travel Tips

All expenses except Meals must have original receipts.

A credit card slip is not a valid receipt by itself. A valid receipt will have:

 An itemized list of what was purchased,

 The amount of the purchase,

 The date(s) of the purchase,

 The name of the vendor, and

 The business purpose of the purchase.

Obtain baggage fees/receipts and taxi/rideshare receipts for reimbursement.

Phone calls on hotel bill must be business related and supported with a UA business purpose.

Tips for baggage, food, or room/maid service are not reimbursable. These are considered “incidentals” and inclusive of the Meal Reimbursement rate.

Any meals provided need to be removed from the Meal Reimbursement rate. The Meal Reimbursement it intended to supplement the cost of a meal while on travel and not actual meal expenses.

Any expenses on personal time are not reimbursable. Personal time must be approved in advance.

Vehicle rentals must be approved in advance with a UA business purpose.