THE FOLLOWING TRAVEL RECEIPTS ***MUST BE PROVIDED*** WITH AN EXPENSE REPORT

- ODOMETER READINGS
  - ***for out of state travel - Only one round trip to airport will be reimbursed***
- ORIGINAL AIRLINE TICKET RECEIPTS/BOARDING PASSES/BAGGAGE RECEIPTS
  - ***Must have copy of boarding pass/baggage receipt***
    - ***Ask airline attendant for receipt or print an extra boarding pass***
- PARKING/TOLL RECEIPTS *(if applicable)*
- HOTEL RECEIPT
  - ***Ask for itemized receipt.***
- TAXI/CAB/SHUTTLE RECEIPTS
  - *Round trip from airport to hotel and back to airport.*
- RECEIPTS FOR MEMBERSHIP FEES OR DUES *(if applicable)*
- RENTAL CAR RECEIPTS *(if applicable)*
- TRAINING CERTIFICATE *(if applicable)*
- RECEIPT FROM SN TREASURY DEPARTMENT *(if amount is owed from traveler)*