

# Reimbursement

## Missing Documentation Form

### Travel Reimbursement

Travel Expense Report Form

Missing proof of attendance for conference presentation (agenda, program, name badge, etc.)

Missing itemized description of goods or services rendered

Missing method of payment

Missing full airfare and itinerary with origin and destination points, dates, times, etc.  
(Even if airfare is paid via third party payment)

Exceeded the cap for meals & incidentals

Missing license plate number for mileage

Missing Google Maps printout with origin and destination points for mileage

For receipts indicating "Paypal" as the method of payment attach bank or credit card statement  
indicating the funds were debited from your account

### Standard Non-Travel Reimbursement

Payment Request Form

Missing itemized description of goods or services rendered

Missing method of payment

### Entertainment Request Reimbursement

Payment Request Form

Missing list of all attendees and their title or affiliation to the university

Missing **ITEMIZED** meal receipt

Missing method of payment

Spouses and children cannot be in attendance unless **EXCEPTIONAL APPROVAL** has been granted  
**PRIOR** to the event