Expense Account Checklist

___ Correct Mailing Address Entered.
___ Travel Dates Verified.
___ Personal Leave Dates Identified.
___ Purpose for travel listed.
___ Advance Amount Entered.
___ Correct Mileage Rate Used. (Section 1a)
___ From and To addresses are entered. (Section 1a)
___ Car Rental and Hotel Receipts are attached.
___ Meals Provided by Others has been accounted for and entered. (Section 7)
___ If sailing, DATE AND TIME Onboard and Ashore are entered. (Section 7)
___ Receipts are attached for all expenses OVER $75.00 in Miscellaneous. (Section 9)
___ Receipts issued in foreign currency should have US Conversion attached per IODP Travel Policy.
___ Note any comments or deviation from approved travel on page 3.
___ Your signature on page 1 of your expense report.