

## How to Speed Up YOUR Travel Reimbursement Process

### Hot Tips

*For*

### Domestic Travel Voucher

- 1) **Receipt Checklist** – This is the last page of the printed Gelco voucher.
  - i. Arrange each receipt to coincide with the item listed on the check list.
  - ii. Tape additional receipts that do not appear on the checklist.
  
- 2) **Airfare**
  - i. LBNL purchased tickets through Carlson Wagonlit, please submit original receipts only. Not itinerary
  - ii. For employee purchased tickets, the same applies. Please submit receipt/e-ticket and not the itinerary.

Helpful Hint: Credit card information will show on a receipt not on an itinerary. Credit card statement is also acceptable as proof of purchase.
  
- 3) **Lost Receipts**
  - i. If receipts are lost, please complete and submit Lost Receipt Waiver form.
  - ii. If no credit card statement or receipt available, please complete and submit Lost Receipt Waiver form.
  
- 4) **Hotel/Lodging**
  - i. If per diem exceeds CONUS/OCONUS rate and explanation must be included in the comment section of the voucher.
  - ii. Please submit itemized hotel receipt. Confirmation of hotel reservation cannot be used as a receipt.
  - iii. Separate lodging and lodging tax when preparing voucher in Gelco.
  
- 5) **Conferences**
  - i. Proof of payment of registration must be submitted. Registration confirmation must include form of payment (ie. Cash, check or credit card).
  - ii. Include a copy of the conference registration itinerary with the voucher.
  - iii. LBNL does not reimburse for galas and tours.
  
- 6) **Car Rental**
  - i. Please submit original receipt.
  - ii. Please be advised, insurance for car rental is not reimbursable by the Lab.
  
- 7) **Per Diem/M&IE**
  - i. When attending functions where meals are provided or included in paid registration, deduct meal when applicable.

8) Personal Days

- i. Please note your personal days in comment section of the voucher.
- ii. Please be sure not to claim per diem for personal days within the voucher.

9) Misc. Expenses

- i. Please submit receipts for expenses over \$75.
- ii. Provide explanation of misc. expense in the comment section.