Rollins School of Public Health
Domestic Travel Checklist

RSPH Approval Process:
1. Enter data in Compass Travel and Expense Center
2. Do NOT submit, but instead, "SAVE FOR LATER"
3. Bring barcode sheet & all receipts & supporting documentation to RSPH Business Services
4. Submitted documents will be reviewed. When signature approvals have been provided, RSPH Business Services will e-mail you asking you to "SUBMIT" in Compass.
5. We will have your paperwork delivered to Emory University Accounts Payable that day.
6. Once workflow approvals are completed in Compass, payments will be issued

Required Signatures:

- Signature of the person requesting reimbursement - __________________________
- PI Signature for Sponsored Program Expenses - _______________________________
- Dept Chair Signature for Dept Smartkey Expenses - ____________________________
- RSPH Business Services - ___________________________________________________
- RSPH Finance/Grants Management - ________________________________________

Type of smartkey to be charged for these expenses

- Department: Educational and General (Operating Funds)
- Grant-Sponsored Funds
- Faculty "discretionary funds" or development funds
- Gift or endowment funds

Required Information:

- Compass Expense Report Bar Code Sheet Printed Out
- Expense Report Number - __________________
- Smartkey(s) printed out
- Total Amount of Travel Reimbursement - __________________
- Dates, destination, and name of conference or meeting have been provided
- Airfare itinerary with dollar amount and airfare class included
- Airfare was booked w/required airfare agencies and complies w/Fly America Act
- Hotel bill w/itemized charges is attached (unallowable charges must be deleted)
- Itemized meal receipts attached
- IRS regulation-names of attendees required for business meals w <10 attendees
- Or if per diem is used - $50/day ($37.50/day for travel days to and from destination)
- All other receipts attached (taxi, public transit, parking, car rental, registration)
- A Lost or Destroyed Receipt Affidavit Form completed for all missing receipts
- Personal Auto Mileage reimbursement is .50/mile
- (provide MapQuest or Google data to document the # of miles)
- Alcohol has been categorized separately from meal expenses
- (alcohol is not an allowable expense with sponsored program funds)
- For domestic travel account 56100 has been applied to all expense lines except alcohol and registration fees
- (for those expenses, use the default account code supplied by Compass)
- A clear business purpose for the expenses has been provided

Emory reimburses for "standard accommodations" - section 505.06 of Travel Policy
Additional insurance and GPS on rental cars will not be reimbursed
Emory reimburses for 1 checked bag only unless trip >7days or there is a clear business need