

Receipts/Docs Required for Vouchers

Trip description: (one sentence of what you did)

Meeting URL

Copy of agenda

Paid registration receipt (not just the confirmation email). If you pay before getting fully approved for the trip, Fermilab cannot reimburse you.

List all meals included in registration fee. (Continental breakfast, receptions and coffee breaks do not count as meals.)

Omega airfare receipt/itinerary

Baggage fee receipts

Ground transportation receipts: (15% allowed for gratuity. Anything over will be deducted)

- To/From O'Hare (receipts or your address for calculating mileage)
- From destination airport to hotel
- Local transportation at/during meeting
- Rental car receipts (even though they are direct bill)
 - If rental cars are returned without refueling, the cost of gas will be deducted from voucher
 - no reimbursement if additional car insurance accepted (except in Asia, Africa, Middle East)
- Train tickets (if foreign, include description of to and from)

Lodging Receipt:

The receipt **MUST** be itemized, showing each night of stay. If you reserve a room from Booking.com/Hotels.com/etc., take a screen shot of the page before you complete the reservation, as this is where it typically will show you the per night rate and what's included.

**Request copy of hotel receipt when checking out.

Extra charges to the room will be deducted on voucher.

If you do not have a lodging justification form in place BEFORE you leave, you will not be reimbursed for any amount over the GSA rate.

Miscellaneous Receipts:

Parking

Tolls (do not accept "unlimited" toll option for rentals)

Gas for rental car (picture of gas pump screen is acceptable)

ATM fee receipt (foreign)

Visa & Passport processing fee

Internet charges (must have receipt)

Bank fees (Currency conversion) – need bank statement

**Please make sure all pictures you submit are clear.

NOTES: You may email me pictures of receipts as you get them or send them all at once. Descriptions of what the receipts are for (especially foreign ones) are a HUGE help to me. Keep all hard copy receipts until you have received your reimbursement.