JOHN JAY COLLEGE OF CRIMINAL JUSTICE

OAR Conference Travel Reimbursement
Support Documentation Checklist

The appropriate support documents listed below must be submitted to OAR
along with a signed, completed voucher

Receipts for items paid with a credit card must show last 4-digits of credit card. If missing, submit a print out of credit card statement with charges that match amounts on the receipt you are submitting.

Conference Details
Use either copies from a hardcopy booklet or print-outs from the on-line booklet

☐	Cover of Conference Agenda book
☐	Conference Agenda, if 5 pages or less
☐	Page(s) with your Presentation(s) or Roles (chair, moderator)
☐	Conference Badge
☐	Receipt for Conference Registration Fee(s)

Transportation
Rental cars are only allowed in certain instances - such as when you do not own a car or
when public transportation or cabs are not available at the destination city; special document is required

For transportation to your destination city

☐	Receipts for bus, train or air fares . (Google "Flyer America Act" for a list of approved airline carriers.)
☐	Boarding Passes for all legs of travel (paper originals or photos of passes)
☐	Receipt for Baggage fee(s) - RF will cover one checked bag per flight

For transportation around your destination city

☐	*Receipts** for taxi, subway, bus, etc. to/from the conference location, airport, etc.

If you rented a car

☐	Receipt from rental company proving payment
☐	Justification for car rental (vs train, bus, plane or your own car)
☐	MapQuest (www.mapquest.com) from your departure to arrival points - with mileage showing
☐	Gas receipts
☐	Toll receipts, if applicable (photocopy of EZPass statement accepted)
☐	Receipts for parking

If you drove your car to NYC area airport/train station

☐	MapQuest that shows route(s) traveled (and mileage *that you will enter on Reimbursement voucher*)
☐	Toll receipts, if applicable
☐	Receipts for parking lot by airport or train station

Meals and Lodging

RF reimburses Per Diem** rates set by the US Gov't. Even if you are within per diem hotel rates, you must provide….

☐	Itemized *hotel receipt* with date(s) of stay. (Receipt should list taxes & fees)*

If you stayed at hotel recommended by the conference,

☐	Print out page from conference booklet or website listing hotel as recommended establishment

You can either submit food receipts or use per diem rates. If you choose the former, you must provide…

☐	**Itemized** receipts showing food/beverages ordered (RF **DOES NOT** reimburse for alcoholic beverages.)

**Per Diem Food and Accommodation Rates
RF uses the U.S. government's GSA rates to calculate food and hotel reimbursement.
Exception: RF will allow higher rate when traveler stays at conference approved hotel.

Destination: _____   GSA Hotel Rate: $ _____

Meals: Full Day Rate $_____   Travel Day Rate $_____
Note: Rate is 75% on travel days (**first and last day**)

Foreign Travel and Currency Conversion
Proof is required for the US exchange rates on travel voucher for items paid in foreign currencies.

☐	Print out of web page with currency conversation; use site that allows you to enter date of transaction - or
☐	Print out of credit card statement with charge in US dollars.