

MARAMA Travel Expense Voucher Checklist

Prior to submitting your Travel Expense Voucher, please make sure the following items are included or completed. If any of this information is missing or incomplete, the reimbursement will be denied until it is resolved.

Item	Yes	No
Is there a Final Agenda attached to the reimbursement request?	<input type="radio"/>	<input type="radio"/>
Have You Signed and dated the travel expense voucher?	<input type="radio"/>	<input type="radio"/>
Has your Supervisor Signed and dated the travel expense voucher?	<input type="radio"/>	<input type="radio"/>
Have you filled out the "Make check payable to:" box?	<input type="radio"/>	<input type="radio"/>
Have you provided the Mailing Address to which the check should be mailed?	<input type="radio"/>	<input type="radio"/>
Have you checked the appropriate box certifying who will be reimbursed?	<input type="radio"/>	<input type="radio"/>
Have you included detailed receipts which show the cost for any transportation (e.g. tolls, airfare, parking, taxis/shuttles) hotels, and registrations?	<input type="radio"/>	<input type="radio"/>
Have you included detailed receipts for meals that are being reimbursed at the high cost rates? (examples of a detailed receipt below)	<input type="radio"/>	<input type="radio"/>
Have you used the correct mileage reimbursement rate and calculated it correctly?	<input type="radio"/>	<input type="radio"/>
Have you included a Google Maps printout of your driving route? Please include both directions and a large map.	<input type="radio"/>	<input type="radio"/>
Did you receive a reimbursement package from MARAMA?*	<input type="radio"/>	<input type="radio"/>

*MARAMA emails a reimbursement package to those who have received approval for reimbursable expenses. If you did not receive one, please contact Jackie Burkhardt and Sue Dilli (MARAMA Training) at training@marama.org or 443-901-1882 prior to submitting your documentation to verify reimbursement approval.

MARAMA prefers a detailed receipt with or instead of a credit card receipt. Please note the examples below.

Detailed Receipt



There are days, and there are Glory Days.

1220 E. Joppa Road
Towson, MD 21286-5811
(443) 901-0270

637 Saira N

Chk 2994	312	Gst 0
	Jun27'11 12:05PM	

Bar	
1 Water N/C	0.00
1 Soft Drink	2.49
1 Bry Chkn Sal	9.99
Subtotal	12.48
Tax	0.75
12:37PM Total	13.23
	(Tip) + 2.60

Tell us your Glory Story!
Enter to Win up to \$500 in Glory Days Gift Cards
visit glorydaysgrill.com
for details!!

Credit Receipt



There are days, and there are Glory Days.

1220 E. Joppa Road
Towson, MD 21286-5811
(443) 901-0270

Date: Jun27'11 12:46PM
Card Type: Discover
Acct #:
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: EIE004501047189
Auth Code: 02769R
Check: 2994
Check ID: 312
Server: 637 Saira N

Subtotal: 13.23
Tip: 2.60
Total: 15.83

Signature _____
I agree to pay above total according to my card issuer agreement.

*** Guest Copy ***