



# Travel Expense Voucher (TEV) Review Checklist

Revised 06/12/08

- Airfare:**
  - Airfare Itinerary (should include flight schedule, price, proof of payment, and class of service)
  - Class of service - Coach class
  - Exceptional approval required for higher class than coach class
  - Internet Package not allowed
  
- Car Rental:**
  - No reimbursement for additional insurance (LDW/CDW). UCSF Risk Management provides for this insurance
  
- Lodging:**
  - Total daily hotel expense (room charge plus room tax) should be listed by day, not combined into one charge for the entire stay
  
- Registration:**
  - Include receipt.
  
- Meals:**
  - No exceptional approval allowed for meals over maximum daily limit of \$64.
  - Domestic** – maximum daily limit is \$64 (*per diem not allowed*). Enter amount of each meal, separate out by type of meal and date
  - Foreign** – use per diem based on federal chart, on travel days use percentage (24%, 50%, 75% or 100%) of per diem based on arrival and departure time
  - Foreign** – attach proof of exchange rate used
  
- Accounting Coding (NCAs):**
  - In State Airfare 437030
  - In State Travel Other 437010
  - Out of State/International Airfare 437070
  - Out of State/International Travel Other 437050
  - In State Lodging/Meals 437010
  - Out of State/International Lodging/Meals 437050
  - Registration 437509
  
- Receipts:**
  - Required for **all** airline, lodging, car rental, private aircraft landing, parking, and extraordinary expenses.
  - All other travel expenses of \$75 and greater (*receipts for food must include the breakdown of food items and not just the summary receipt*).
  - Host gifts of \$25 or more

**Signatures and Approvals:**

- Traveler Signature
- Approval Signature – approver must be one level higher than traveler and traveler cannot approve their own TEV
- Exception or additional approval (if required)

**Notes & Comments**

- Include notes and comments to explain non-routine situations
- If backing out personal items from the receipts, back out the appropriate sales tax

**Submit to Accounts Payable Timely**

- Submit TEV to Accounts Payable, Box 0812 within 21 calendar days of the end of the trip

**Questions?**

Call AP Service Desk at 415-476-2126 or email to [apservicedesk@ucsf.edu](mailto:apservicedesk@ucsf.edu).