Please utilize this list to ensure that all required documentation is attached to an expense report in Concur. Failure to provide the required documentation may result in the expense report being returned which requires additional approvals by all parties and delayed reimbursement to the traveler.

**Airline Fees**  
Baggage fees are a type of airline fee. Fees for change fees, internet access, seating upgrades or other types of fees require a business justification in the Comment section. Fees for booking a flight, hotel or rental car are coded as Agency Booking Fees.

**Airfare**  
If e-Receipts are enabled and flights are booked through Concur, no additional receipt needs to be attached. If the flight was booked outside of Concur, please attach a comparison quote from Concur using a Comparable Airfare Quote showing the cost savings for booking outside of the system.

**Event Details**  
Use the Agenda/Event Information expense form at attach event details showing event location, dates, times and meals provided as well as sponsored lodging locations and rates. Multiple Agenda/Event Information forms may be used on one report.

**Itineraries/Per Diem**  
Flights booked through Concur should automatically populate the itinerary showing flight times. Layovers should not be included unless the stay at the layover location was overnight. Start/End times may be adjusted to allow for travel time to/from the airport. The start/end time must not exceed 24 hours before/after official event times for contiguous (domestic) travel.

**Local Transportation**  
Tips for local transportation (taxi, Uber, Lyft, shuttle, etc.) are capped at 15% of the fare charged.

**Lodging**  
Attach the lodging folio showing detailed charges and balance paid in full. Attach sponsored lodging rates with the Agenda/Event Information form.

**Mileage**  
If driving out of state instead of flying, please provide the Airfare vs. Mileage Comparison form using the Agenda/Event Information expense form. Mileage to and from the airport should be listed as two separate entries with different dates. Deduct your commute for days that you normally work.

**Parking**  
Note that most travel receipts under $25 are not required. Parking on personal travel dates is not a reimbursable expense.

**Registration**  
Attach the registration documentation including pre-payment information, if applicable. If the registration was paid by another entity, please attach the registration information using the Agenda/Event Information expense form.

**Rental Car**  
Rental car expenses must provide a business justification and are not allowable for personal convenience. Rental car receipts must provide a final bill total, not an estimate of charges. Rental car fuel expenses are not allowable for personal vehicle fuel.

**Request**  
Out of state or international trips must include an approved request in Concur. If the expense report was started prior to the request, the request must be approved and then attached to the expense report.

**Tolls**  
Note that most travel receipts under $25 are not required.