Proper forms usage:

* Expenditure Justification (grants/sponsored projects)
* Expense Approval Form (non-grants/sponsored projects)
  + When charging multiple accounts, each form should reflect amount to be charged to that account (don’t use total amount on each form)

Documentation of business purpose:

* Include flier, or name badge, or agenda showing traveler was a speaker, or something showing why a traveler went to Vale, Colorado, in February for something other than s skiing vacation; or Venice, Italy, for something other than tours by gondola, for example.

Meals while traveling:

* Per Travel Policy 2359, travelers claiming reimbursement on a per diem basis must **use this method for the entire trip**.
  + If a conference indicates meals will be provided, a traveler will not be reimbursed for food purchased off site unless extenuating circumstances are provided, e.g., food allergies.
  + A traveler arriving at a venue after the food is gone because the traveler didn’t attend earlier presentations, a traveler having different food preferences, a traveler opting out of eating at the venue because of other priorities, are not approved circumstances.
* Either claim per diem for the entire trip, or produce itemized receipts for meal purchases and request reimbursement of actual expense for the entire trip.