

## 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
Have you signed and dated the travel expense voucher?	<input type="checkbox"/>	<input type="checkbox"/>
Has your supervisor signed and dated the travel expense voucher?	<input type="checkbox"/>	<input type="checkbox"/>
Have you filled out the "Make check payable to:" box?	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided the address to which the check should be mailed?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked the appropriate box certifying who will be reimbursed?	<input type="checkbox"/>	<input type="checkbox"/>
Have you included detailed receipts which show the cost for any transportation (e.g. tolls, airfare, parking, taxis/shuttles) hotels, and registrations?	<input type="checkbox"/>	<input type="checkbox"/>
Have you included detailed receipts for meals that are being reimbursed at the high cost rates? ( examples of a detailed receipt below)	<input type="checkbox"/>	<input type="checkbox"/>
Have you used the correct mileage reimbursement rate and calculated it correctly?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a final agenda attached to the reimbursement request?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive a reimbursement package from MARAMA?*	<input type="checkbox"/>	<input type="checkbox"/>

\*MARAMA emails a reimbursement package to those who have received approval for reimbursable expenses. If you did not receive one, please contact Alice Lutrey ([alutrey@marama.org](mailto:alutrey@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 receipt. Please note the examples below.

### Detailed Receipt



### Credit Receipt

