

Exhibit 7: Travel Checklist

COUNTY OF HENRICO, VIRGINIA TRAVEL CHECKLIST

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Travel Request Must Include:

- _____ 1. Traveler's name, department, phone number and mailing address.
- _____ 2. Supplier number, fund, natural account and cost center.
- _____ 3. Destination is recorded.
- _____ 4. Purpose of travel is recorded.
- _____ 5. Estimated expense column completed.
- _____ 6. Prepayments are listed and DPIs are attached.
- _____ 7. Proper supporting documentation for DPIs is attached.
- _____ 8. Estimated cost is mathematically correct.
- _____ 9. Estimated departure and return date and time entered.
- _____ 10. Request dated and signed by traveler.
- _____ 11. Requested travel advance does not exceed the estimated expenses less any prepayments. If no travel advance is requested, a -0- is entered on the amount line.
- _____ 12. Request approved, dated and signed only by the agency head or Designee. If signed by a Designee, the Designee should be properly authorized.
- _____ 13. Review Travel Justification Addendum for reasonableness, if any. Sign & obtain Agency Head approval on Travel Justification Addendum.
- _____ 14. Conference agenda or travel itinerary attached.
- _____ 15. T-3 received, dated, and signed by traveler.
- _____ 16. T-2 attached to T-1 along with any Travel Justification Addendum.
- _____ 17. Name and destination shown on the T-2.
- _____ 18. Column totals on the T-2 are mathematically correct.
- _____ 19. Daily expenses match actual dates of authorized travel for County business as recorded on the T-1.

- _____ 20. Receipts mounted on sheet of paper in date order.
- _____ 21. Mode of transportation utilized to the destination is the most advantageous to the County. If not, then explanation must be provided on the Travel Justification Addendum.
- _____ 22. If additional lodging and meals claimed to take advantage of super saver airline rates, realized savings are explained on the Travel Justification Addendum.
- _____ 23. For private vehicle mileage, the beginning and ending odometer readings are properly recorded. The cost is the number of miles times the County's prevailing mileage reimbursement rate.
- _____ 24. Lodging receipt attached for room cost and tax at the prevailing single room rate.
- _____ 25. Daily meal allowance is properly calculated and travel includes an overnight stay.
- _____ 26. Meal expenses are supported by detailed receipts. Do not include alcoholic beverages. Meal allowance not exceeded unless explained on the Travel Justification Addendum.
- _____ 27. Tips are within the tipping limits. The type of tip is indicated. An explanation provided on the Travel Justification Addendum when a receipt is not available.
- _____ 28. Personal phone calls are within the limits and support by a receipt. If a receipt is not available, an explanation shall be provided on the Travel Justification Addendum.
- _____ 29. Business phone calls are supported by the number called and supported by a receipt. If a receipt is not available, an explanation shall be provided on the Travel Justification Addendum. A call to the county offices should be made using the County telephone number (1-877-443-6742).
- _____ 30. Tolls are supported by a receipt or an explanation on the Travel Justification Addendum when, a receipt is not available.
- _____ 31. Parking is supported by a receipt or an explanation on the Travel Justification Addendum when, a receipt is not available.
- _____ 32. Registration is supported by, a receipt. If a receipt is not available, an explanation is provided on the Travel Justification Addendum.
- _____ 33. Each Miscellaneous Expense is supported by a receipt and a description. If a receipt is not available, an explanation is provided on the Travel Justification Addendum.
- _____ 34. Non-Reimbursable Expenses are not claimed. If claimed, the agency is notified

and an appropriate adjustment is made.

- _____ 35. T-2 dated and signed by traveler.
- _____ 36. Column totals transcribed correctly from T-2 to T-1.
- _____ 37. T-1 dated and signed by the traveler at completion of travel.
- _____ 38. T-1 dated and signed by the agency head or Designee. If signed by a Designee, the Designee should be properly authorized (see section #2 responsibility).
- _____ 39. T-3 has been matched to the T-1.
- _____ 40. The travel package (T-1, T-2, T-3, Conference Agenda, Travel Inquiry, Receipts, Travel Justification Addendum and any other documentation) has been reviewed for overall reasonableness and compliance to the Travel Policies and Procedures and forwarded to the Accounting Division within 14 days of the traveler's return.

Completed By: _____

Completed On: _____