Accounts Payable – Travel Best Practice Checklist

TIPS

Air Travel
- Supporting documentation (such as e-ticket/itinerary/confirmation) showing **proof of payment**.
- If you purchase a ticket for another traveler, your credit card statement must be submitted as **proof of payment** along with their boarding pass.
- Any change fees or additional charges must have a valid business purpose. Explanation and supporting documentation must be submitted, this includes **proof of payment**.

Ground Transportation
- Original receipts and **proof of payment**, i.e. taxi, tolls and parking
- Train – boarding passes
- Mileage-specify starting point and destination. Document with Google maps or equivalent.
- **Final itemized car rental** showing that you used your BC corporate AMEX. BC corporate AMEX covers liability insurance

Lodging
- **Final itemized hotel bill** showing all hotel charge details and **proof of payment**
- If meals are charged to the room, the traveler must keep the itemized meal receipt and provide the list of attendees
- Meals less than $75.00 that are included on the final hotel bill, no additional receipt is required.
- Online hotel bookings require email confirmation and **proof of payment**.

Meals
- List of attendees
- Business purpose
- **Proof of payment** including gratuity.
- Credit card and itemized restaurant receipts are required for amounts greater than $75.00. Under $75.00, only proof of payment is required.
- Reminder that Alcohol is not allowed on sponsored projects. Please contact OSP or your grant administrator regarding sponsored project travel.

Registration
- Conference Agenda includes conference name, date and location.
- Registration confirmation and proof of payment.

Foreign Travel
- Best practice – use your American Express Corporate Card which converts the exchange rate and all fees on all your expenses.
- Supply AP with the statement along with your receipts as proof of the rate and all fees charged to your card.
- We recommend using [www.oanda.com](http://www.oanda.com) for cash conversion rates using the first day of travel.
Why does Accounts Payable need this paperwork? Boston College follows the IRS Accountable Plan which requires a business purpose and full documentation for all reimbursed expenses to our employees. Under this plan non-documented expenses become taxable income.

Travel under sponsored research may have additional guidelines please contact your grant administrator.

*Please submit signed expense reports within 30 days of completed travel.*