Travel Expense Checklist

To assist with common questions/topics before, during and after travel has occurred

Important note: Travel, meal, and entertainment expenses of any amount may be audited. Retain all receipts that are not uploaded to Workday for three (3) years after the expense is incurred.

Receipt rule: An itemized receipt is required for every expense, regardless of amount.
- $75 or more — attach the receipt to the expense report line.
- Under $75 — attach it to the line, or keep it for three (3) years in case of audit.
- Grant-funded — attach itemized receipt to the expense report line regardless of expense amount.

International travel: Additional rules apply to international travel. Federally funded travel must use U.S. Flag Air Carriers unless an exception applies. See the **Entertainment, Meals & Travel Expense Policy** for the full requirements.

For your convenience: Use the Workday Mobile App or email receipts to: **receipts@wpi.expenses.myworkdayapps.com** and Workday AI will automatically capture expense data.

Questions: Contact **accountspayable@wpi.edu** · WPI Finance Office, Boynton Hall, 2nd floor.

Before travel	**Related policy or process**	**Additional information**	**Attach to expense report**	**Completed**
Spend Authorization	Required for non-grant related travel estimated to be greater than $5,000. Grant-funded travel follows the sponsor's threshold — see the Federal Supplement to the WPI Travel Policy.	Create Spend Authorization	—	☐
Travel Itinerary	Required for travel that includes airfare and/or hotel expense. Attach to the spend authorization and to the expense report.	Travel Itinerary Link	Yes	☐
Personal Travel	If the trip includes personal time, take screenshots at the time of booking/purchase for both scenarios — business-only and actual — including airfare, lodging and car rental, to substantiate the difference in cost. WPI reimburses the lower of the two.		Yes	☐
Flights	Regular coach and economy fares are reimbursed. Seat assignment and baggage costs are allowed. Additional legroom is allowed only for flights greater than 6 consecutive flight hours (non-grant), or when an accommodation is on file. Business/First class requires CFO/President written pre-approval and is reimbursable only for flights > 10 consecutive flight hours.	Request for accommodation	—	☐
Flight — Receipt	Airfare receipts must include itinerary, passenger name, dates, airline, total cost, and method of payment.	Scan receipts (Workday app)	Yes	☐
Hotel	Book a standard/double occupancy room. A room priced above the Boston federal per diem rate requires an explanation.	GSA Per Diem Rates	—	☐
Car Rental	Only allowed if cheaper than other transportation, or if other transit options are not practical. Use the WPI contract with Enterprise/National Car Rental.	Rental Car Link	—	☐

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Before travel cont.	**Related policy or process**	**Additional information**	**Attach to expense report**	**Completed**
Personal Vehicle (Mileage)	Business miles driven in a personal vehicle are reimbursed at the standard IRS mileage rate. Mileage is reimbursed instead of — not in addition to — fuel costs.	Standard IRS Mileage Rates	—	☐
Airport Transportation	Choose the most economical transportation option when traveling to and from the airport. WPI preferred transportation services are available.	Preferred Transportation	—	☐
Conference Registration	Keep the registration confirmation and receipt showing the amount paid and the method of payment. Note whether meals are included in the registration fee — meals provided by the conference are not separately reimbursable.		Yes	☐
Payment Method	When either a WPI PCard or a personal credit card is used, the receipt must show the method of payment and the last four digits of the card.		—	☐

During travel	**Related policy or process**	**Additional information**	**Attach to expense report**	**Completed**
Expenses on Grants	Itemized receipts are required for all expenses, regardless of amount.	Federal Supplement	Yes	☐
All Expenses	Scan or retain the itemized receipt for every expense, regardless of amount. $75 or more: attach it to the expense report line. Under $75: attach it, or keep it for three (3) years in case of audit. See the receipt rule at the top of this sheet.	Scan receipts (Workday app)	Yes	☐
Meal — Receipt	Meals of $75 or more require detailed itemized receipts showing what was ordered. Exclude alcohol — or record it using the Personal Expense item — along with the tax and tip attributable to alcohol.		Yes	☐
Business Meal	Note every attendee's name, title and organization during the meal. Workday will prompt for all three when you create the expense report, and they are hard to reconstruct later.		—	☐
Ground Transportation	Always choose the most economical transportation option.		—	☐
Parking, Tolls & Gratuities	Parking and tolls are reimbursable with an itemized receipt. Gratuities are reimbursable up to 20%. The receipt rule above applies to these the same as any other expense.		Yes	☐
Hotel	Maintain a detailed hotel folio and make sure it is e-mailed or scanned before you check out. The folio, not the reservation confirmation, is the required receipt.		Yes	☐

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After travel	**Related policy or process**	**Additional information**	**Attach to expense report**	**Completed**
Expense Report	Create the expense report in Workday. If related to a spend authorization, during expense report creation, select Create New Expense Report from Spend Authorization.	Expense Report Instructions		☐
Submission Deadline	Submit within thirty (30) days: P-Card charges within 30 days of incurring the expense, out-of-pocket expenses within 30 days of the end of the trip. Reports not submitted within 90 days are treated as personal expense and a taxable fringe benefit. Reports beyond 180 days may not be reimbursed.			☐
Header	Enter the purpose of the trip in the memo field; include the dates and locations of conferences/meetings.			☐
Travel Itinerary	Attach the PDF of your travel itinerary when lodging and/or airfare is on the expense report.	Travel Itinerary Link		☐
Personal Travel	Attach the personal and business travel cost comparison screenshots if the trip included personal time.			☐
Agenda	Attach the conference or meeting agenda documentation.			☐
Grant Expenses	Attach itemized receipts for any dollar amount.			☐
Receipts	Attach one receipt per expense line. Every receipt must be itemized and show the method of payment with the last four digits of the card visible. Expenses of $75 or more must be attached; under $75 may be attached or kept for audit.			☐
Dates	Ensure each expense line date matches the itinerary or receipt date.			☐
Business Reason	Required on specific items (for example, business meals). Workday will prompt you when it is required.			☐
Approval & Reimbursement	After submission the report routes for approval through Workday. Reimbursement is issued approximately seven (7) days after final approval.			☐

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Additional items	**Related policy or process**	**Additional information**	**Attach to expense report**	**Completed**
Personal Expenses	Out-of-pocket personal expenses should not be included on any expense report. PCard personal expenses must be categorized using the expense item "Personal Expense", with the "Personal" checkbox selected at the bottom of the entry. Submit payment to the WPI Finance Office, Boynton Hall, 2nd floor.	Personal Expense Instructions		☐
Not Reimbursable	A subset of non-reimbursable items: alcohol (and the tax and tip attributable to it), priority boarding charges, traffic and parking fines, personal entertainment, travel companion costs, and room upgrades. See the travel policy for complete list.	Travel Expense Policy		☐

Documents to attach	**Every row marked "Yes" above requires one of these attachments.**	**Completed**
Travel itinerary (PDF)	If the trip included airfare and/or lodging	☐
Airfare receipt	Itinerary, passenger name, dates, airline, total cost, method of payment	☐
Hotel folio	Itemized, obtained at checkout	☐
Conference agenda & receipt	For any conference or meeting travel	☐
Cost comparison screenshots	If the trip included personal time	☐
Itemized receipts, $75 or more	One per expense line, showing method of payment and the last four digits of the card	☐
All grant-funded receipts	Any amount, with no minimum	☐