

## 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 phones 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:** \_\_\_\_\_