

DOT TRAVEL EXPENSE SETTLEMENT CHECKLIST

Traveler's Name

Travel Dates

YES	NO	In State Travel
		Traveler's name and address on Expense Settlement Form must match what is showing on the Oasis Vendor Table (VCUST). Verify Traveler's name in VISTA .
		Show traveler leaving from their headquarters and returning to headquarters. Exceptions must be notated in the Comment Section.
		If Traveler is using a personal vehicle, an approved DOT-55P must be attached. If using rental car, a signed receipt and Personal v. Rental Use Calculator is attached.
		Meals- use GSA guidelines to show daily meal break down and incidentals . This can be done on the GSA page or a separate page.
		Traveler's Hotel Folio must be in the Traveler's name, signed by the Traveler and show a zero balance unless charges are Direct Billed to the DOT.
		Conference Agenda or Itinerary is attached. If applicable.
		Other- tolls/gas/baggage fees/parking/taxi and ground transportation
		Verify totals are correct.

YES	NO	Out of State Travel
		In addition to the above requirements, an approved WVTMP 1.0 form is attached
		Air Travel- Air Fare Flight Comparison Matrix and signed purchase receipt is attached
		Settlement Form has Certified Stamp with date, signature and name printed below.
		Verify totals are correct, signatures are legible and required attachments included.
Comments		

NOTE: THIS FORM MUST BE INCLUDED WITH THE TRAVEL EXPENSE ACCOUNT SETTLEMENT FORM.

Signature of Preparer

Date