

**TRAVELER'S RESPONSIBILITY**

TRAVEL AUTHORIZATION REQUESTS (TAR) and TRAVEL EXPENSE VOUCHERS (TEV)  
APPROVED BY THEIR DEPARTMENT

Below is a list of documentation a Traveler is required to submit to his/her Department within 10 days of completion of travel. The URI Travel Procedures can be found on the Controller's webpage: <http://www.uri.edu/controller/travel.html>. All receipts and supportive documentation must be taped to an 8½" x 11" sheet of paper and indicate the expense category. Please use only one side of each sheet and do not tape over the amount on the receipts.

- HOTEL:** Itemized lodging receipt which must support the room rate and tax charged. If hotel paid by PCard – original receipt to PCard reconciliation and copy attached to TEV.
- AIRFARE:** ♦ Original passenger receipt / Boarding Passes / copy of e-boarding pass  
Foreign Air Travel – please review “[Fly America Act](#)” on Controller’s website.  
♦ Non-research travel and all international travel is required to be processed through Short’s Travel: [www.shortstravel.com/uri](http://www.shortstravel.com/uri)
- CAR RENTAL:** Itemized rental receipt and the [Car Rental Justification form](#) are required.  
If car rental paid by PCard – original receipt to PCard reconciliation and copy attached to TEV.  
  
The [Safety & Risk – Rental Vehicle Notification form](#) is required if using URI insurance. If you have questions, please contact Anne Gregson at 874-9269.
- TRAIN:** Original receipt if paid personally. Copy if paid by PCard.
- MISCELLANEOUS:** Taxi, Limo, Parking, Gas, Tolls etc. – receipts required
- REGISTRATION:** If traveler pays, a copy of the cancelled check, credit card statement, or an original receipt from the conference is required. If paid using PCard, include documentation to support registration fee and the dates of function, this can be copy with original in PCard reconciliation.

If you have any questions, visit the Controller’s website for [Most Frequently Asked Travel Questions](#) or contact:

Katie Duggan	874-4449	<a href="mailto:cduggan@mail.uri.edu">cduggan@mail.uri.edu</a>	all funds except 110 and 500
Helene Bucka	874-4425	<a href="mailto:hbucka@uri.edu">hbucka@uri.edu</a>	funds 110- and 500 for Kingston only
Linda Lenz	874-6927	<a href="mailto:llenz@gso.uri.edu">llenz@gso.uri.edu</a>	all GSO funds
Wendy Asting	874-4438	<a href="mailto:wasting@usi.edu">wasting@usi.edu</a>	Manager
Short’s Travel	1-866-498-7436	<a href="http://www.shortstravel.com/uri">www.shortstravel.com/uri</a>	