University of Rhode Island
Office of the Controller

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.shtml 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
AIRFARE: *	Original passenger receipt / Boarding Passes / copy of e-boarding pass, to print electronic ticket information go to www.viewtrip.com Foreign Air Travel – please review "Fly America Act" on Controller's website
CAR RENTAL: *	Itemized rental receipt and the Car Rental Justification form is required. URI has a corporate account with Alamo Auto Rental only. The Alamo Corporate rate includes collision damage waiver (CDW). AllOther auto rental agencies must be paid on a personal credit card. 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
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 URI will be paying the registration fee, an approved invoice voucher including the TAR # needs to be submitted to the Accounting office with supporting documentation prior to due date. Always include documentation to support the registration fee and the dates of the function.

* The State of Rhode Island Travel Policy mandates that airfare, lodging and auto rentals be processed by CWT Donovan Travel. If reservations are not processed through CWT, justification must be included with your TEV. If cost is the justification, a written quote from CWT **is required**.

If you have any questions, visit the Controller's website for Most Frequently Asked Travel Questions or contact:

Claire McCall	874-4449	cmccall@uri.edu	for all funds except 500 and all split funding
Helene Bucka	874-4425	hbucka@uri.edu	for fund 500 – Kingston
Linda Lenz	874-6927	llenz@gso.uri.edu	for fund 500 – GSO and GSO Departments
CWT Donovan Travel	769-1720 or 1-800-274-7883	uri@donovantravel.com	with your confirmation number you can view your itinerary on-line at www.viewtrip.com