

TRAVEL e-NPO CHECKLIST

Travel Office: travel@txstate.edu (512)245-2775	Helpful Tips:	Receipt Requirements:
	*Trip Number required for all travel e-NPOs * Traveler Certification Statement is required for reimbursements *Business Purpose required for any type of payment. *Verify vendor number. Use SAP T-Code: FK03	*Must show method of payment *Can use credit card statement for payment back up if necessary - black out account number and other charges *Destinations for transportation receipts: (i.e. airfare, Uber/Lyft, shuttle)

e-NPO Type	Vendor Type	Requirements	Requirements Description
Pre-Payments	Hotels	Travel Request or Funds Commitment Trip Number	Travel Request/Funds Commitment must be fully approved
		Hotel confirmation or invoice	Traveler name, Hotel name and address, daily room rate, and taxes assessed
		Hotel must be set up as a vendor in SAP	Name and address must match SAP/PaymentWorks
		Remove State Occupancy Tax for Texas hotels	Texas occupancy tax= 6%
		Attach GSA per diem rates	GAS Per Diem Rates
		Include Prepay MM/DD/YY in header text	example: PREPAY01/01/20
		Hotel prepayment checks may be picked up	Check 'Pick up' and enter contact name and phone number on the e-NPO document
	Registration	Travel Request or Funds Commitment Trip Number	Travel Request/Funds Commitment must be fully approved
		Registration form	Form must show conference name and address, attendee name and breakdown of charges
		Vendor must be set up as a vendor in SAP	Vendor address must match SAP/PaymentWorks
Invoices	Hotels	Travel Request or Funds Commitment Trip Number	Travel Request/Funds Commitment must be fully approved
		Hotel folio or invoice	Traveler name, Hotel name and address, daily room rate, and taxes assessed
		Hotel must be set up as a vendor in SAP	Name and address must match SAP/PaymentWorks
		Remove State Occupancy Tax for Texas hotels	Texas occupancy tax= 6%
		Multiple travelers may be listed for the same hotel	List each traveler/trip number on each line
		Attach GSA per diem rates	GAS Per Diem Rates
		Vendor must be set up as a vendor in SAP	Vendor address must match SAP/PaymentWorks
	Transportation	Travel Request or Funds Commitment Trip Number	Travel Request/Funds Commitment must be fully approved
		Vendor must be set up as a vendor in SAP	Vendor address must match SAP/PaymentWorks
Reimbursements	Traveler	Travel Request or Funds Commitment Trip Number	Expense Report /Funds Commitment must be fully approved
		Reimbursement occurs after trip is complete	Registration is the only exception to the rule
		Traveler Certification Statement	All information filled out (i.e. Name, Trip Number, Date, Destination, Expenses)
		Include contract # for any contractor reimbursements	If travel is not included in the service contract rate, travel expenses may be included with contract services payment. Attach the information page from the contract or agreement with the vendor to substantiate this.
		Receipts	*see Receipt Requirements

Please note: When claiming **meal per diem or a lesser amount**, receipts are not required. This is the University's policy. If Department Account Manager requires receipts (less efficient), the Travel Office must audit them. Receipts cannot exceed the meal per diem limit except for Business Meals. If no itemization is available, use the per diem amount or attach an email from the traveler with Account Manager approval stating only meals and nonalcoholic drinks were purchased. Alcohol purchases require Cabinet Officer approval.