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 the URI Travel Office within 10 days of completion of travel.

The URI Travel Procedures can be found on the Controller’s Travel Website. All receipts and supportive documentation must be taped to an 8½” x 11” sheet of paper. 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 Controller’s Travel Website
- Non-research travel and all international travel is required to be processed through the State Travel Agent

CAR RENTAL:
- Itemized rental receipt and the Rental Vehicle Justification Form are required.
- If car rental paid by PCard – original receipt to PCard reconciliation and copy attached to TEV.
- The Auto Rental Insurance form is required if using URI insurance.
- If you have questions, go to URI Risk Management.

TRAIN:
- Original receipt if paid personally or URI Travel Card. 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 Travel Website.