Before submitting the traveler’s expense report to the department approver, ensure the key information has first been completed. This will ensure the report is not returned to the department and cause the traveler a delay with reimbursement.

1 **Comments.** Ensure comments are complete to answer questions about the trip. The comments are to include, at a minimum, the following:
   a. Destination
   b. Departure date and time
   c. Return date and time
   d. Dates and meals included with any registration fees
   e. Personal days noted, if any taken

2 **Expense Type.** Confirm the correct expense types are being used for each expense claimed.
   a. **ST**—Expense types that begin with “ST” are for reimbursements on the UKANS business unit (state funds).
   b. **RS**—Expense types that begin with “RS” are for reimbursements on the KURES business unit (research funds)
      i. The two expense types cannot be commingled
   c. **UKANS**—Ensure the proper in-state (IS), out-of-state (OS), out-of-state high-cost (OS HC), out-of-state special high cost (OS SHC), or international (INT) is used.
   d. **KURES**—Ensure the proper expense type of domestic (DOM) or international (INT) is used.

3 **Expense Date.** Validate the correct date the expense was incurred has been selected.

4 **Attach receipts and documentation.** Attach receipts and documentation pertaining to the trip. When using state funds, only certain miscellaneous expenses can be claimed without a receipt. Some examples are below:
   a. Parking
   b. Tolls
   c. Baggage gratuity
   d. Public transportation (shuttles, taxi, bus, etc.)

Additional documentation includes other information pertinent to the purpose of the trip. One example is conference information.

   a. To print the barcode follow these steps:
      b. Click the ‘Printable View’ link on the expense report page.
      c. Navigate to Employee Self Service > Travel and Expense Center > Expense Reports > Print
      d. Select ‘Expense Receipts’ tab at the top of the page.
      e. The page displayed has the expense report number on it as a barcode.
      f. The left menu must be minimized to print the barcode.
      g. To submit the paper receipts, print the ‘Expense Receipt’ barcode form.
      h. This must be the first page to be scanned followed by the receipts to be scanned using MFD’s.
      i. On MFD’s login to the printer and select ‘T&E UKANS’ or ‘T&E UKANS’ buttons depending on where the expenses are being reimbursed.
      j. For information on scanning with the MFD, visit [http://docs.procurement.ku.edu/travel_forms/MFD_Reference_Guide.pdf](http://docs.procurement.ku.edu/travel_forms/MFD_Reference_Guide.pdf).