

## Did You Remember...

- ...to complete the entire form, including full name, ssn, etc?
- ...to include a valid contact number?
- ...to use the correct dates for your trip?
- ...to attach copies of all lodging receipts?
- ...to attach copies of all rental car receipts?
- ...to attach copies of all receipts for expenses over \$75.00?
- ...to include the withdrawal amount for all ATM fees?
- ...to sign and date your claim?
- ...to log your claim in the logbook?

**DO NOT INCLUDE ORIGINAL RECEIPTS!!!**