



State of Maryland Expense Account Checklist

Baltimore City Community College reimburses College-related travel expenses, subject to budget availability and administrative approval. College-paid travel costs are intended to sustain remote short-term work assignments and/or professional development in support of the College’s mission.

Instructions:

Use the checklist below to ensure all required documents are being submitted and to ensure your packet is complete.

State of Maryland Expense Account form must include:	
<input type="checkbox"/>	Department, division, SSN, name/address, period beginning & end dates
<input type="checkbox"/>	Purpose of travel, state & end time of travel, territory covered
<input type="checkbox"/>	Total miles, commute miles & reimbursable miles
<input type="checkbox"/>	Employee & Supervisor signature/date
<input type="checkbox"/>	Driving Itinerary (if personal vehicle used)
<input type="checkbox"/>	Flight/Train Itinerary
<input type="checkbox"/>	Conference Registration Confirmation
<input type="checkbox"/>	Conference Agenda
<input type="checkbox"/>	Hotel Receipt (indicating zero balance)
<input type="checkbox"/>	Taxi/Shuttle Receipts
<input type="checkbox"/>	Toll Receipts
<input type="checkbox"/>	Parking Receipts
<input type="checkbox"/>	Luggage/Baggage Fee Receipt
<input type="checkbox"/>	Original Itemized Meal Receipts for all meals

Once your packet is complete, make a copy of your entire packet and send the original packet to Saverio Coletta, Professional Development Coordinator. If you have any questions, feel free to contact the Professional Development Office at (410) 209-6004.



For Professional Development Office Only

Submitted to Accounting Office: _____