

AJL-ICMT-Students Pre- and Post-Travel Checklist

PRE-TRAVEL

- ☐ You have access to your Emburse account. (<https://app.ca1.chromeriver.com/index#>)
If not, complete this form:
https://www.ait.s.uillinois.edu/UserFiles/Servers/Server_474/File/security/ComplianceForm.pdf and send it to either Thierry Ramais (ICMT) or Stephen Bullwinkel (MRL)
- ☐ You have spoken with your P.I., and they have agreed to cover the cost of your trip.
- ☐ Your P.I. has informed you which CIFOPA(s) will be funding your trip.
- ☐ You have **completed AND submitted** your travel approval form **before** your trip.
(<https://my.physics.illinois.edu/travel/request/>)
- ☐ You have ensured that either Thierry Ramais (ICMT) or Stephen Bullwinkel (MRL) has been added as a **proxy** to access your submitted travel approval form.
- ☐ You have ensured that either Thierry Ramais (ICMT) or Stephen Bullwinkel (MRL) has been added as a **delegate** on your Emburse account.

POST-TRAVEL

- ☐ You have kept and/or requested **itemized receipts** for all expenses you plan to claim for reimbursement.
The following must be fully itemized:
 - **Hotels and Airbnbs:** Receipts must show the **rate and taxes by day**.
 - **Taxi fares:** Receipts must include **start and end points**.
 - **Plane/train/bus tickets:** Receipts must show **start and end points, travel class, and a detailed cost breakdown**.
- ☐ You have scanned all receipts and/or turned emailed receipts into **PDF's or JPG's**.
- ☐ You have **named each file** according to the following naming convention:

[number]-[netid]-[payment date]-[expense type]-[amount]
(The payment date refers to when your card was charged, not when the reservation was made.)

Example: 1-ramais-02-05-2025-taxi-52.pdf
- ☐ You have completed the **AJL-ICMT Trip/Conference Reimbursement Form** (available at icmt.illinois.edu) **soon after returning** from your trip.