

Checklist – All items listed are mandatory unless otherwise noted. Documents that are missing will result in the request being disapproved and returned.

#### Reimbursement Request – Travel (Domestic)

1. Airline Ticket Receipt (if purchased through Concur still mandatory, non-reimbursable)
2. Ground Transportation Receipt(s) – Metro, Lyft, Taxi, Uber, etc.
3. Hotel receipt(s) – not required, AAAS is paying directly
4. Meals & Incidental Expenses (M&IE)
5. [Direct Deposit Form](#)
6. [W-9](#)

#### Reimbursement Request – Travel (International)

1. Airline Ticket Receipt (if purchased through Concur still mandatory, non-reimbursable)
2. Ground Transportation Receipt(s) – Metro, Lyft, Taxi, Uber, etc.
3. Hotel receipt(s) – not required, AAAS is paying directly
4. Meals & Incidental Expenses (M&IE)
5. [Direct Deposit Form](#)
6. [W-9](#)

#### Reimbursement Request – Travel (Local)

1. Ground Transportation Receipt(s) – Metro, Lyft, Taxi, Uber, etc
2. Meals & Incidental Expenses (M&IE)
3. [Direct Deposit Form](#)
4. [W-9](#)