

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

#### Advance Request

1. Advance form
2. Approval Document
3. Supporting documentation (i.e., conference registration page)

#### Reimbursement Request – Career Coaching

1. Approval Document
2. Approved/Signed SOW
3. Receipt(s) reflecting zero balance
4. May submit receipts in increments, not to exceed total approved amount

#### Reimbursement Request – Training

1. Approval Document
2. Receipt(s) reflecting zero balance
3. Certificate of Completion (if applicable)

#### Reimbursement Request – Travel (Domestic)

1. Approval Document
2. Airline Ticket Receipt (if purchased through Concur still mandatory, non-reimbursable)
3. Ground Transportation Receipt(s) – Lyft, Taxi, Uber, etc.
4. Hotel receipt(s) – zero balance
5. Meals & Incidental Expenses (M&IE) - You must attach **BOTH** a Per Diem Sheet from the GSA website AND the Per diem Worksheet.
6. Attendance Fees (if applicable) – receipt showing zero balance
7. To clear an advance (if used), include the advance form – amount will be deducted from total

#### Reimbursement Request – Travel (International)

1. Approval Document
2. Airline Ticket Receipt (if purchased through Concur still mandatory, non-reimbursable)
3. Ground Transportation Receipt(s) – Lyft, Taxi, Uber, etc.
4. Hotel receipt(s) – zero balance
5. Meals & Incidental Expenses (M&IE) – Upload current rates from U.S. Department of State and attach the Per Diem Worksheet for Int'l Travel.

6. Health related costs (i.e., exams, vaccines, prescription drugs, COVID tests, if applicable)
7. Visas (if applicable)
8. If receipts are not in US dollars, please attach a credit card statement to support the reimbursement request or a Currency converter of your choice.
9. Foreign exchange fees – redacted credit card statement (if applicable)
10. Attendance Fees (if applicable) – receipt showing zero balance
11. To clear an advance (if used), include the advance form – amount will be deducted from total