

Trip Closure Checklist

Review State of Alaska Travel Policies ([AAM 60](#))

Traveler's Name	EMP ID / VCN
Bargaining Unit	Department

Travel Destination	TAPO/Ticket/TA/TRQS
Travel Start Date	Travel End Date
Time	Time

Provide Details in Trip Notes Below			
Attach Trip Approval	Yes		Attach copy of travel plan or individual trip approval.
Follow Original Itinerary	Yes	No	Explain changed, canceled, and delayed flights in Trip Notes.
Personal Deviation	Yes	No	Describe any deviation and attach Minimum Business Itinerary quote.
Travel Advance Amount		ATM Paycheck	Attach ATM Receipt and US Bank Statement for fee backup.
Claimed Mileage	Enter total private vehicle mileage for reimbursement and attach mileage map. Fuel for personal vehicles is not reimbursable.		

Check All That Apply	
Attach itemized receipts and clearly indicate form of payment (State PCard, traveler's personal funds) on each receipt.	
Flight Itineraries	Include all changed/canceled itineraries.
Hotel Folio	Alaska taxes are not reimbursable. Lodging over \$300/night requires Commissioner's approval.
Non-Commercial Lodging	Examples: Public school, motor home, private home, unfurnished bunkhouse...
Parking Receipts	Parking exceeding 7 days requires approval.
Taxi Receipts	Tips are not reimbursable.
Rental Car & Rental Fuel Receipts	Document business need in Trip Notes for car rentals larger than mid-size. Alaska car rental taxes are not reimbursable. Travelers are to refuel car prior to returning rental.
Conference Registration	
Non-Receipted Claims	Complete and attach Lost Travel Receipt form.
Direct Bill	Attach invoice and request SSoA to pay vendor directly. Provide VCN in Trip Notes.
Provided Meals	Identify meals you did not purchase out of pocket (provided by other entity). Identify which days and which meals (B=Breakfast, L=Lunch, D=Dinner) in Trip Notes.

Trip Notes

To ensure timely reimbursement, submit all final receipts within five (5) business days of trip end ([AAM 60.210](#)). Attach form and receipts as PDF in [SSoA Travel Portal](#) ticket submission. By signing below, the traveler certifies that the facts contained on this form and supporting documentation are correct and constitute a valid claim against the State of Alaska.

Traveler's Signature	Date