

CTSO DISBURSEMENT REQUEST CHECKLIST

**Please turn in within three days of returning from your trip*

- 1. Disbursement Request form on top. Make sure it is clear on the paperwork what items you are requesting reimbursement for.
- 2. Vendor Number (leave blank)
- 3. Budget Code (leave blank)
- 4. Attach registration invoice, along with copy of check stub used to pay for registration.
- 5. Attach hotel invoice and receipt/folio showing a zero balance. Also include a copy of the check used to pay for the hotel OR a copy of the credit card statement showing where the hotel was paid. Reimbursement cannot include TN State Sales Tax (tax exempt); however, other taxes such as Occupancy Tax are not tax exempt and can be reimbursed.
- 6. Provide documentation that participants stayed at a conference hotel, or that the cost was equal to or less than what the conference hotel costs were. If going on a trip where there is no conference hotel, please be sure to check the State's allowable cost for your particular city at gsa.gov.
- 7. Attach Agenda/Conference Schedule
- 8. Make sure necessary signatures are on paperwork—send via Courier.