

PAS REIMBURSEMENT Checklist



Delegations are current through 1/31 of upcoming year.
(Needs to be updated annually)

Payment election (banking information) has been made.

Expense form has been completed chronologically and
submitted as a separate Excel file.

Single PDF of all itemized receipts with source currency
conversion if applicable. (Oanda.com - currency conversion)

Alcohol has been removed / separated. Not allowed on GR
and has separate spend category for discretionary spend.

Indicate prepaid airfare or whether reimbursement
necessary. (Itinerary and or invoice required regardless)

OPXXXXXX or GRXXXXXX account has been provided.