



Certify Expense Report Checklist

To receive your ABHES travel reimbursement as quickly as possible, use this checklist to ensure that you have included the necessary information on your expense report before submitting it through Certify.

- Each expense is uploaded with a legible, itemized receipt.** Receipts clearly show the vendor name, date/time of the transaction, the total amount charged including tip, and the number in the party.*
**Note: Request a separate check for meals with personal travel companions.*
- Alcohol-related expenses (including any tips) are deducted** from reimbursable totals.
- Hotel receipts exclude any meal expenses** and are categorized under “Lodging”.
- All meal expenses (including those from the hotel) are submitted with the associated itemized receipts** and categorized under “Meals”.
- Honoraria is included on the same expense report.** (For details, contact the designated staff member.)
- The “Reason” box for each expense includes 1) visit date; 2) school name or abbreviation; and 3) ABHES ID# (if applicable).** Additional information is only included after this visit information (e.g., “February 1-2, 2023, ABC College, I-410, taxi from airport to hotel”).
- Tips are documented and submitted in **compliance with the tipping guide** outlined in the [Travel Reimbursement Policy](#).
- Any required **pre-approval documentation** (e.g., flight over price limit or extra night’s hotel stay) from designated ABHES staff is uploaded to support the applicable expense.
- Expenses that are to be reimbursed before the associated event takes place (e.g., airfare purchased in January for an event occurring in February) are categorized under **“Prepaid.”**

Please note that expenses submitted outside of these guidelines are subject to disapproval and may not be reimbursed. Reference the [Travel Reimbursement Policy](#) and the [ABHES Certify User Guide](#) for the complete policy guidelines and to view detailed instructions on how to prepare an expense report for reimbursement through Certify. Contact ABHES Accounting at accounting@abhes.org or call (301) 291-7550 during office hours from 10am – 2pm EST for more assistance.