

Travel Checklist

| Request for Travel – Advances (submit copy to Business Financial Services) | | | | |
|--|--------------------------|--------------------------|------------------------------|--------------------------|
| Checklist Items | Yes | Not Required | Comments | BFS use only |
| Breakdown of Expenses Spreadsheet | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Supporting Documents - Agenda, Brochure, Invitation | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Invoice/Confirmation for Hotel, Registration, Airfare and/or Car Rental (requires 204 form if new vendor) | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Receipt for Prepaid Expense | <input type="checkbox"/> | | | <input type="checkbox"/> |
| CPO (cash posting order) Memo/Registration | <input type="checkbox"/> | | | <input type="checkbox"/> |
| <u>International with Advance</u> | | | | |
| International Travel – Provost and President approval | <input type="checkbox"/> | | | <input type="checkbox"/> |
| High Hazard Questionnaire (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Request for Travel – Moving & Relocation (submit copy to Business Financial Services) | | | | |
| Dates of the Move | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Approval * Dean 's approval for \$5k or less * Vice President's approval for less than \$10k * VPAF/CFO's approval for \$10k and over | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Moving Company Estimate, 204 form, Certification of Insurance (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Request for Travel – Off Campus Event (submit copy to Business Financial Services) | | | | |
| Waiver from Golden Eagle | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Certificate of Insurance for Venue | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Agreement | <input type="checkbox"/> | | Approved by Procurement only | <input type="checkbox"/> |
| Invoice/Estimate | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Hospitality Form | <input type="checkbox"/> | | | <input type="checkbox"/> |

Travel Checklist

| Travel Expense Claim (include the original Request for Travel) | | | | |
|---|--------------------------|--------------------------|--|--------------------------|
| Checklist Items | Yes | Not Required | Comments | BFS use only |
| <u>Written on Claim</u> | | | | |
| Time of Departure and Return | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Purpose of Trip | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Work Hours | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Private Vehicle License Number | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| <u>Supporting Documentation</u> | | | | |
| Agenda, Brochure, Invitation | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Transportation receipt (air, rental, taxi, bus, shuttle) | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Lodging Receipt | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Lodging Exception (Approved prior to trip) | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Registration Receipt | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Parking Expense Receipt | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Map/Proof of Mileage | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Receipts for any expenses \$25.00 and over | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Approval signature for claim reimbursement that is over the Request for Travel amount | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Form 261 (Authorization to Use Privately Owned Vehicle on State Business) | <input type="checkbox"/> | <input type="checkbox"/> | Attach if not previously submitted for the current fiscal year | <input type="checkbox"/> |
| Group Meals - Hospitality Form & List of Participants | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Moving & Relocation – Receipts for out of pocket expenses | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |