

In-State Travel Checklist

- Encumbrance number assigned
- Vendor number included
- Traveler's full address indicated
- Date/dates of travel identified
- Purpose of travel indicated
- Budget account number assigned
- Registration/Pre-paid attached
- Conference itinerary attached
- Meeting agenda/invitation attached
- Date/Hour of departure/hour of return documented
- Mileage claimed verified by MapQuest or similar internet site attached
- Per diem listed correctly
- Correct mileage rate used
- Required signatures obtained
- Total reimbursement adds correctly