

Out-of-State Travel Checklist

- Pre-approval obtained
- Purpose of travel indicated
- Traveler's full address indicated
- Encumbrance number assigned
- Vendor number assigned
- Budget account number assigned
- Date/dates of travel identified
- Conference itinerary included
- Meeting agenda/invitation attached
- Registration/Pre-paid attached
- Mileage claimed verified by MapQuest or similar internet site attached
- Air flight travel itinerary attached
- Meals claimed per current travel policy (actual meals listed and itemized receipts attached if claiming up to \$75 per day)
- Other expenses itemized & receipts included \$25 and over attached
- Meal tips do not exceed 20%
- Total does not exceed authorized amount
- Correct Mileage rate used
- Meals claimed when provided by conference not claimed
- Alcoholic beverage, tax and associated tip eliminated
- Required signatures obtained
- Travel Grant attached, if applicable
- Total reimbursement adds correctly