

TRAVEL AUTHORIZATION CHECKLIST

Before Travel

1. Returned completed and signed Intent to Travel.

Yes

No

2. Address is current in PeopleSoft.

Yes

No. If not, please update it in the system.

3. Airline

No

American

United

Other _____

4. Hotel

No

In State Name: _____ (Get state tax

exemption information form to take with you.)

Out of State Name: _____

5. Registration

No

Yes - Payable to _____

After Travel

TRAVEL EXPENSE CHECKLIST *(check all that apply)*

1. Airfare Receipts must include:
 - All Flight information
 - Total Amount Paid
 - Form of Payment
 - Ticket Number

2. Hotel Receipt must include:
 - Name of Hotel
 - Itemized details (room charges, taxes, etc.)
 - Proof of payment / \$0 balance.

3. Taxi
 - Date and Amount
 - List destination to and from (i.e. airport to hotel)

4. Registration
 - Invoice receipt showing amount paid / \$0 balance.
 - Method of payment used.

5. Meals
 - Itemized receipts

6. Incidentals
 - Description
 - Receipts