



## Employee Travel Request Checklist

Ensure the following are typed/attached on your travel request in order to expedite the process. If using federal/state funds, travel request **MUST** come to our department first two weeks in advance.

- ☐ Conference meets intent and purpose of grant being used
- ☐ Departure/return dates align with agenda/flight
- ☐ Expenditure budget matches account code being used
- ☐ Detailed program agenda
- ☐ Registration confirmation
- ☐ Hotel meets GSA guidelines
- ☐ Hotel reservation
- ☐ Meals match number of days
- ☐ MapQuest if traveling in personal vehicle
- ☐ Car rental confirmation and 3 quotes (if applicable)
- ☐ Flight confirmation and 3 quotes (if applicable)
- ☐ CIP/DIP
- ☐ Complete travel authorization form
- ☐ Complete employee travel reimbursement form
- ☐ Complete typed travel request
- ☐ Principal/employee signature

**If all items are checked off, then submit your request along with this form to the Federal Programs office. If not everything is checked off, do not submit.**