Traveler:

MSC Department:

☐ Travel Awareness Form signed and dated

☐ Approved Intent to Use Professional Development Funds form – faculty only
  ☐ Yes, Professional Development travel org should be 26101

☐ Copy of email from Professional Development Committee approving request – faculty only

☐ Do not use third party vendors to combine purchases like package or bundle deals for airfare and hotels, etc. as the true cost of individual items can be difficult to determine.

☐ Business travel only? Itinerary must show arrival / departure times, dates, and total estimated cost
  ☐ No
    ☐ Use the comment box to record personal travel dates and location
    ☐ Provide roundtrip itinerary of the most direct and efficient business purpose only route
    ☐ Provide roundtrip itinerary including both business and personal travel
    ☐ Cost comparison itineraries for airfare must be the same flight times and airline used for business purpose only.
  ☐ Yes
    ☐ Provide preferred roundtrip itinerary of the most direct and efficient route

☐ Is traveler requesting use of non-conventional mode of transportation
  ☐ No
  ☐ Yes
    ☐ Use the description box to add justification for use of non-conventional mode of transportation
    ☐ Include a cost comparison detailing the savings to the University, including travel time, if applicable.

☐ Is there a funding limit?
  ☐ No
  ☐ Yes
    ☐ Document in comment area how much is approved
    ☐ Total AT expense at or under approved amount

☐ Documentation supporting purpose of trip
  ☐ Conference/training/symposium information provided by organizer
  ☐ Agenda showing when event starts and ends
  ☐ Use the comments section to include written detailed purpose of travel and benefit to the University or grant funding travel.
☐ Per Diem
  ☐ Print from http://www.gsa.gov/portal/content/104877 website
  ☐ Are meals being provided for you (e.g. continental breakfast at your hotel or a meal included with conference)
    ☐ No
    ☐ Yes
    ☐ Use the description box and explain which meals are provided

☐ Registration information

☐ Mileage
  ☐ Map print out showing both to/from destination with actual addresses used

☐ Lodging comparisons
  ☐ Is the rate 1.5 times over the standard GSA rate?
    ☐ No
    ☐ Yes, use the description box to add justification why lodging was chosen.

☐ Car rental?
  ☐ No
  ☐ Use the description box to add justification in description area for why car rental is necessary

☐ Were any items purchased before AT was approved?
  ☐ No
  ☐ Yes, use the description box to add justification for why items were purchased prior to final approval

☐ Requesting advance?
  ☐ No
  ☐ Yes, use the description box to add justification for advance

☐ Are there unusual and/or special requests or needs?
  ☐ No
  ☐ Yes, use the comment box to document special requests and/or needs. A narrative on any unusual or unclear changes or travel routing and clearly document the business reason for the expense.

☐ Print Detail Report

☐ Scan and attach Detail Report Summary and supporting documents and upload into TEMS
  ☐ If this feature is unavailable, scan and email your supporting documents to your delegate or the first approver

☐ Final approval received?
  ☐ Yes
    ☐ Using Travel Card or ProCard for registration?
      ☐ Schedule with travel technician
    ☐ Using Purchase Order for lodging?
      ☐ Schedule with or provide information to Accounting Supervisor
Travel Expense Report

☐ Edit comment box, expense amounts, and/or description fields to reflect actuals instead of AT estimates and add narrative explaining items, expenses, or additional travel information where applicable (i.e. business justification for phone / internet charges, amount reductions due to funding limits, etc.)

☐ Print Detail Report

☐ Travel Checklist Form signed and dated

☐ Scan and upload into TEMS – please see above directions if feature still unavailable
  ☐ Approved AT Detail report
  ☐ ER Detail Report
  ☐ Signed Travel Checklist
  ☐ Receipts and other backup documents (i.e. airfare, hotel folio, parking, taxi, etc.)

Traveler signature: __________________________ Date: __________________________