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