

TRAVEL CLAIM CHECK LIST

**Claimant's**

Name  
Employee Number  
Signature of Traveler

**Authorized Signature's**

Supervisor's Signature  
Additional Signature - Signature Authority on Accounts(s)

**Documentation**

Travel Advance - Employee Request for Travel form  
Out-of-State Travel - Employee Request for Travel form  
Valid Account Number(s)  
Sufficient Budget  
Registration form and conference information  
Itinerary for Airfare  
***RECEIPTS FOR TRAVEL (originals are required)***  
Rental Car "Finalized" billing  
Gas Receipts (rental car only)  
Original Parking  
Lodging - Finalized Itemized billing  
Taxi, Bus, Limo, Shuttle  
Personal Vehicle Mileage - Dean/VP's Memo