

## **Travel Documentation Necessary**

**Submit all documents to the travel office.**

**A Request for Authorized Travel and a Travel Expense Account Form is required for all travel.**

### **Personal Reimbursement Requirements**

#### Mileage

- Odometer Reading/Map
- Conference flyer/agenda/invite if conference travel

#### Meals

- Conference flyer/agenda/invite if conference travel
- GSA Print for Rates Requested

#### Parking/Tolls

- Original Receipts

#### Non-T-Card Hotel

- Proof of Conference Hotel Rate or GSA Rate Requested
- Room Roster (If Student Group Travel)

#### Non-T-Card Registration

- Paid Registration Receipt
- If student group travel a list of all registrations purchased with CWIDs must be included

### **T-Card Requirements (Must also upload to Works)**

#### Flight

- Paid invoice from Christopherson Business Travel
- Conference flyer/agenda/invite if conference travel

#### Hotel

- Zero balance hotel folio
- Conference flyer/agenda/invite if conference travel
- Proof of negotiated conference rate or GSA Print for rates requested
- Room Roster (If student group travel)

#### Registration

- Paid Registration Receipt
- Conference flyer/agenda/invite
- If student group travel a list of all registrations purchased with CWIDs must be included

#### Rental Vehicle

- Zero balance Receipt from Enterprise (Rental Agreement Summary is not a receipt)
- If a vehicle over standard/intermediate size is requested a list of passengers must be provided

#### Rental Fuel

- Original Receipts

### **Advance Requirements**

Within 15 days of the trip ending, the following documents should be submitted to Business Affairs/Travel:

- Original Travel Roster (signed by students if cash disbursed)
- Original receipts
- Travel Expense Account Form