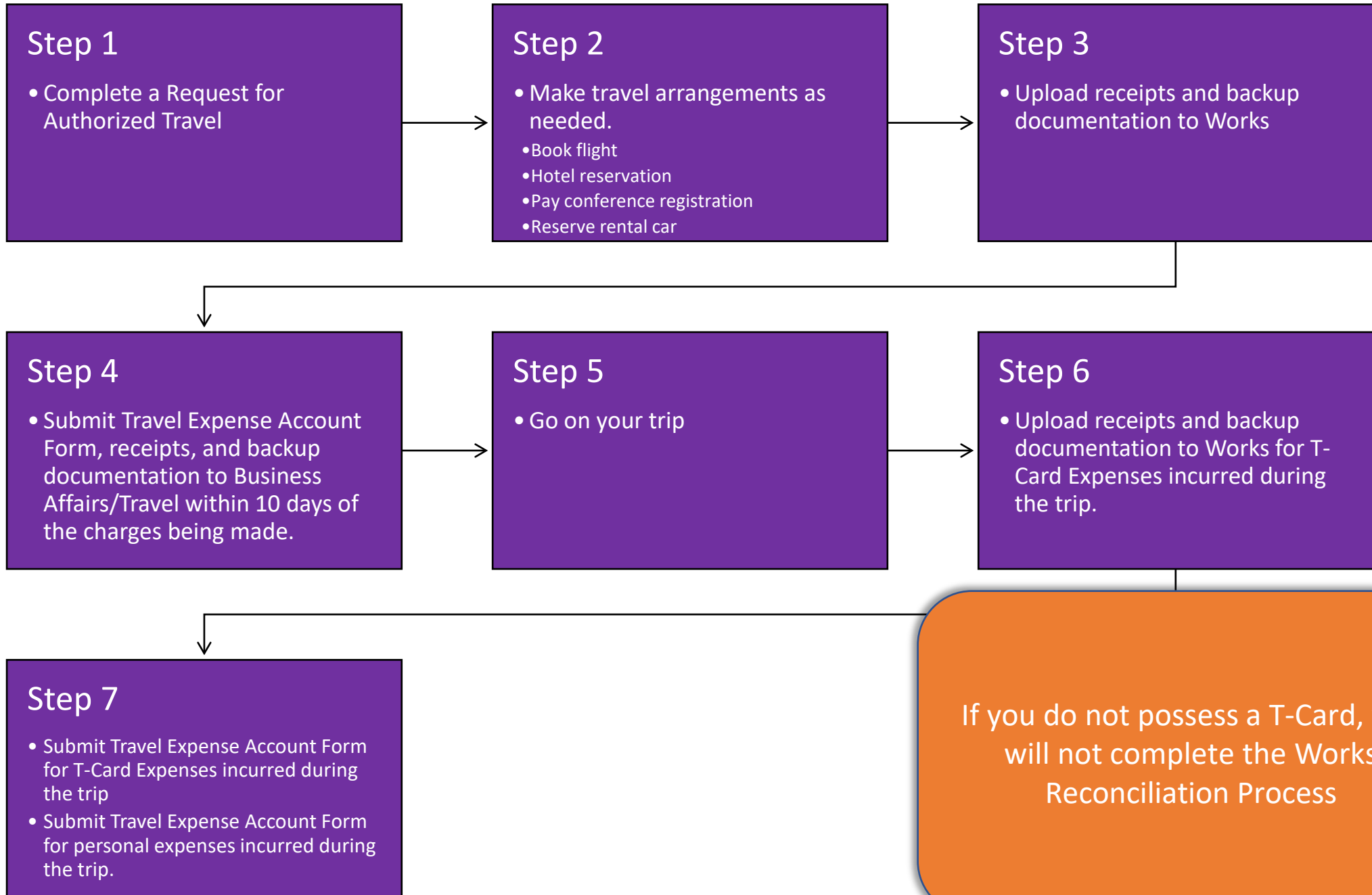




# Travel Checklists

Checklists for Various Travel Needs

# Travel Start to Finish



# Personal Reimbursement Documentation Requirements

## Mileage

- Request for Authorized Travel
- Odometer Reading/Map
- Conference flyer/agenda/invite if conference travel

## Meals

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

## Parking/Tolls

- Request for Authorized Travel
- Original Receipts

## Non-T-Card Hotel

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

## Non-T-Card Registration

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

# T-Card Documentation Requirements

## Flight

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

## Hotel

- Request for Authorized Travel
- 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

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

## Rental Vehicle

- Request for Authorized Travel
- 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

- Request for Authorized Travel
- Original Receipts

Documents listed  
should be attached to  
Bank of America  
Works transactions  
and the Travel Expense  
Account Form

# CBA for Hotel Process

## Step 1

- Contact the hotel and tell them you will be booking with the University's CBA (aka Ghost Card)
- They will provide the following
  - Proforma Invoice/Detailed Reservation Confirmation
  - Hotel's Credit Card Authorization form

## Step 2

- Complete NSU's Request for Use of CBA (Hotel)
  - This is signed by the Requestor and Budget Unit Head

## Step 3

- Submit to Business Affairs/Travel the following:
  - Signed Request for Use of CBA
  - Proforma Invoice/Detailed Reservation Confirmation
  - Hotel's Credit Card Authorization form
  - *Note: If receiving the negotiated conference rate, please provide proof of the negotiated rate*

## Step 4

- After trip, submit zero-balance folio to Business Affairs/Travel office

# CBA for Airfare Process

## Step 1

- Log in to your account with Christopherson Business Travel;
- Search and select the flight that best matches your travel needs
- Under “Flight Payment”, “NORTHWESTERN STATE UNIVERSITY CENTRAL BILLED ACCOUNT”.

## Step 2

- Complete NSU’s Request for Use of CBA (Airfare)
  - This is signed by the Requestor and Budget Unit Head

## Step 3

- Submit to Business Affairs/Travel the following:
  - Signed Request for Use of CBA

## Step 4

- Christopherson Business Travel will email the requested flight to Travel and the CBA holder for approval. Once funding the funds are confirmed to be available the CBA request form will be signed by Travel and forwarded to the CBA holder where it is then approved. You will receive a confirmation email from Christopherson once it has been approved.

## Note:

- Once you reserve a flight, there is only a 12-24-hour window of time for the airfare to be paid. Therefore, you must submit your CBA and Reservation confirmation immediately to Business Affairs/Travel in order to avoid expiration of your booking. Flights booked using the CBA should be processed Monday – Thursday.

## Car Rental

### Step 1

- Request for Authorized Travel
- Complete Vehicle Rental Form

### Step 2

- Reserve vehicle 3 days prior to trip using State Contract rate

### Step 3

- Return vehicle with a full tank of gas

### Step 4

- Review receipt from rental company verifying that all charges are allowable.

# Travel Advance Process

## Step 1

- Complete the following:
  - Travel Advance Agreement
  - Direct Pay Voucher
  - Request for Authorized Travel

## Step 2

- Submit above listed documents to Business Affairs/Travel 2 weeks prior to date of trip

## Step 3

- Business Affairs will contact the Payee once the check is available for pick up.

## Step 4

- 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



# International Travel Requirements

## Pre-Travel



- International Travel Letter
- Request for Authorized Travel
- Necessary Travel Expenses

## Post-Travel



- Bank Backup for Personal Reimbursements
- Missing Receipt Form for International Transaction Fees charged to T-Card