

DEPARTMENT OF MATHEMATICS & STATISTICS

TRIP / TRAVEL CHECKLIST

You should be familiar with the university's [travel policies](#). These are summarized in the checklist below:

Above all, in order to claim travel expenses, you must have a current [Travel Certification Form](#) on file with the Administrative Associate (Bea Gallegos).

1. Submit the following to the Chair **BEFORE** your trip begins.
 - a. Application for Travel Authorization and Funding form (see Administrative Associate, Bea Gallegos, for [hotel/subsistence rates – international, AK, HI](#)).
 - b. Letters/applications for other travel funding.
 - c. If flying, two airline estimates - one from Flagstaff to destination and one from Phoenix to destination. For the flight from Sky Harbor Airport, the combination of costs (mileage to Phoenix, airfare, parking, shuttle, etc.) must be less than the cost to fly from the Flagstaff airport.
 - d. Conference / meeting / workshop information.
 - e. Two rental car estimates (needs advance approval from Chair).

2. Submit the following to the Administrative Associate **AFTER** your trip within two weeks of your return.
 - a. A completed detailed [Exhibit J \(Travel Expense Summary\)](#). This is a two page document; access the second page via the tab at the bottom of the spreadsheet.
 - b. Original airline / transportation receipts. If you are traveling by personal vehicle, you must have odometer readings from the beginning to the end of your trip. Mapquest can also be attached. Commute miles must be deducted from mileage or odometer readings if you leave from your home. Do not put commute miles in if you are leaving from NAU.
 - c. Original itemized lodging receipt (deducting personal phone calls and meals).
 - d. Original itemized rental car receipt.
 - e. Original conference receipt, if not reimbursed prior to trip.
 - f. Original parking / taxi / shuttle receipts over \$25.
 - g. Original conference book, meeting or workshop agenda.

If you have receipts for your airfare and/or registration, you may be reimbursed for these expenses BEFORE your trip begins. See the Administrative Associate with the receipts.