

Faculty Travel Reimbursement Checklist:

- _____ Travel Worksheet*

- _____ Copies of other funding sources with amount awarded
 - _____ Dean's Office application
 - _____ Letter from Provost's Office
 - _____ Other (Grants, Foundation, etc.)

- _____ Airline Receipt (Itinerary, Boarding Pass)

- _____ Record of Absence*

- _____ Conference Booklet/Program
 - _____ Shows meals provided
 - _____ Hotel Rate of Conference Hotel

- _____ Conference Registration Receipt*

- _____ Hotel Receipts (Itemized, zero balance, check in/out dates & times)
 - _____ Extra expenses marked accordingly
 - _____ Business calls marked

- _____ Shuttle/Taxi Receipts (Other Transportation)

- _____ Mileage Claim
 - Driver's License # _____
 - License Plate # _____
 - Odometer Readings:
 - Begin _____
 - End _____

- _____ Rental Car Receipts
 - _____ Permission obtained*
 - _____ Vehicle Rental Justification Form

- _____ NAU Vehicle

- _____ J Form (Signature required before you can receive reimbursement.)

* = Documents to turn in BEFORE you travel (at least 3 weeks).

~ **NOTE: If travel is abroad, please calculate exchange rates. (Online sites: oanda, x-rates)**