

Traveler:
 Destination:
 Travel Dates:

Student Post-Travel Checklist:

_____ **Hotel Receipt** (on hotel letterhead)
 _____ Itemized, zero balance, check in/out dates & times
 _____ Meals or extra expenses noted and subtracted from lodging

_____ **Conference Booklet/Program**
 _____ Indicate provided meals, especially if shown in program
 _____ Indicate all sessions of attendance/participation

_____ **Ground Transportation Receipts**
 _____ Must be most reasonable, customary mode of transport; most commonly traveled route

_____ **Mileage Claim**
 _____ Mapquest printout
 _____ Commute miles deducted
 _____ Times & Locations departed/arrived

_____ **M&IE Claim**, if applicable (not all funding sources allow M&IE claims for students)
 _____ Indicate provided meals and/or changes in depart/return times

Meals & Incidental Expenses						
Receipts Not Required, if using M&IE rates.						
DEPART		Date:	Day:	Time:		
RETURN		Date:	Day:	Time:		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B	B	B	B	B	B	B
L	L	L	L	L	L	L
D	D	D	D	D	D	D
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B	B	B	B	B	B	B
L	L	L	L	L	L	L
D	D	D	D	D	D	D

_____ **Registration Receipt**, if not submitted with Pre-Travel Documentation

_____ **Airfare Receipt and Ticket Number**, if not submitted with Pre-Travel Documentation

_____ **Post-Travel Summary/Thank-You Letter** to Funding Sources, if applicable

_____ **Memos of Explanation/Justification** for any Exceptions to Policy