

Traveler:  
Destination:  
Travel Dates:

## **Student Pre-Travel Checklist:**

### \_\_\_\_\_ **Traveler Annual Certification Form**

- \_\_\_\_\_ Authorized Driver requirements fulfilled
- \_\_\_\_\_ Proof of auto insurance provided to Travel Processor

### \_\_\_\_\_ **Email Authorization** of business travel (to Chair and CC: Travel Processor)

- \_\_\_\_\_ Permission obtained to use personal vehicle, if applicable

### \_\_\_\_\_ **Academic Institutional Excuse Form**

- \_\_\_\_\_ Obtain all signatures and submit to Instructor(s) at least 5 days prior to travel

### \_\_\_\_\_ **SBS Application** (budget and travel details)

- \_\_\_\_\_ Advisor Approval/Signature
- \_\_\_\_\_ Indicate all funding requested
- \_\_\_\_\_ Award Letters/verification of all funding obtained

### \_\_\_\_\_ **Airline Receipt/Itinerary & Ticket #** \_\_\_\_\_

- \_\_\_\_\_ Paid via P-card?

### \_\_\_\_\_ **Conference Registration Receipt**

- \_\_\_\_\_ Paid via P-card?

### \_\_\_\_\_ **Preliminary Conference Information** (submit brochure or print website pages)

- \_\_\_\_\_ Location, Dates, Hotel Rate, Registration Fees

### \_\_\_\_\_ **Mileage Estimate**

- \_\_\_\_\_ Justification/comparison to airfare if driving out of state
- \_\_\_\_\_ Mapquest printout showing miles round trip & mileage estimate
- \_\_\_\_\_ Commute miles deducted

### \_\_\_\_\_ **Hotel reservation confirmation**

- OR - Receipt if pre-paid
- \_\_\_\_\_ Rate per night, dates, hotel address & phone number included