

Travel Authorization/Voucher Checklist

Traveler: _____ Dates of Travel: _____ Accounting Code: _____

Purpose of Travel or Title of Training: _____ Location: _____

Motel/Hotel Name: _____ Location: _____

Motel/Hotel Phone: _____ Confirmation Number: _____

EXPENSES:

1. Is there a registration for the conference/workshop? If yes, please complete the following:

Group payment _____ Method of payment: _____

Individual payment¹ _____ Amount: _____

2. Any meals provided? If yes, please provide detailed information:

3. Expenses accumulated in travel status²

➤ 3a. Motel/Hotel Rate:

3b. Motel/Hotel Taxes:

➤ 3c. Tips Paid Out (meal tips not included):

➤ 3d. Parking:

➤ 3e. Shuttle:

➤ 3f. Taxi:

➤ 3g. Metro:

➤ 3h. Miscellaneous³: _____ for _____

4. Airfare:

5. Fees:

6. If Privately-Owned Vehicle Used:

Mileage: _____

Rate: _____

Approved by: _____

7. Cost Comparison Needed? If so, please explain:

8. Any annual leave taken during travel? If so, hours: _____

Comments:

Supervisor's Signature _____ Date _____

MST Signature _____ Date _____

¹ If the registration fee is paid with personal funds, submit form SF-1164 "Claim for Reimbursement for Expenditures on Official Business" with a copy of the receipt through supervisory channels.

² If any individual charges for topics 3d through 3g are over \$25, you will need a receipt.

³ Expenses related to office supplies, conference fees, training fees, shipping costs, conference/meeting rooms, and light refreshments are not travel expenses. They may not be authorized or paid through the Department's travel system.