

## TRAVEL CHECK LIST

- 1) Account # to be charged
- 2) Procard # used for each pre-paid item
- 3) Detailed purpose of trip
- 4) Departed dates & Times
- 5) Returned dates & Times
- 6) City & state
- 7) Airfare
- 8) If not using UK online system, cost comparison must be attached to the travel voucher and must be printed on the same day the ticket was purchased from the alternate travel vendor. NO EXCEPTIONS.
- 9) If using alternate travel, you must pay with your own credit card.
- 10) Combining Personal with Business Travel  
(In all cases that personal and business travel are combined on an airline ticket, a valid airfare cost comparison must be secured for what the airfare would cost if the traveler were only flying on official UK business. When combining personal with business travel, all travel expenses must be paid using personal funds, not with a University Procurement Card or any other method using University funds; exceptions are: Conference registration fees; Lodging expenses for the nights related to the business portion of the trip).
- 11) Hotel
- 12) If sharing Hotel room, must have separate invoices, cost and name of person sharing room with. When making reservation, you must let hotel know that you will be sharing room and must pay separately and have separate invoices. If hotel says they cannot accommodate you, then you must find another hotel that will.
- 13) Registration Fee
- 14) Must have receipt for all items over \$10
- 15) Food receipts (itemized)
- 16) Pre-paid pro-card receipts
- 17) Parking receipts
- 18) Tolls
- 19) Taxi
- 20) Subway
- 21) Private auto mileage + mapquest (driving directions including miles)
- 22) Brochure from conference/mtg (no brochure give print-out from web)