

Traveler:
Destination:
Travel Dates:

Faculty Pre-Travel Checklist:

- _____ SBS Travel Application/Worksheet
 - _____ Government rates noted for per diem and hotel
 - _____ Conference hotel rate noted, if applicable
 - _____ Fill out PerDiem section on p.2 & note any provided meals
 - _____ Verification of Outside Funding (if other than Dean or Provost)
 - _____ Dept. Contact info for processing transfers, if on-campus

- _____ Record of Absence

- _____ Traveler Annual Certification Form
(must be signed in January OR prior to first travel in a calendar year)

- _____ Airline Receipt/Itinerary
 - _____ 2 comparison sources for business travel
 - _____ comparisons printed out at least 21 days in advance of departure

- _____ Hotel reservation confirmation
 - OR - Receipt if pre-paid
 - _____ Receipt shows rate per night, Hotel address & phone number
 - _____ If rate is not on receipt, calculate it, and note it accordingly

- _____ Conference Registration Receipt
 - _____ Shows what is included with registration (meals, other fees, etc.)

- _____ Preliminary Conference Information (submit brochure or print website pages)
 - _____ Location, Dates, Hotel Rate, Registration Fees

- _____ Preliminary Research Agenda
 - _____ Dates, Times, Locations, & Names - if interviewing/meeting people

- _____ Mileage Claim
 - Driver's License # _____
 - _____ Justification/comparisons to airfare if driving out of state
 - _____ Mapquest Printout showing miles roundtrip & mileage calculation
 - _____ Commute miles deducted

- _____ Rental Car Receipts/Contract
 - _____ Memo of Explanation for why rental vehicle is necessary & economical
 - _____ Permission obtained to rent vehicle
 - _____ Vehicle Rental Justification Form (optional)

- _____ NAU Vehicle reserved through Transportation Services
 - _____ Approval obtained from Department Chair & Travel Liaison