

## **Student Group Post-Travel Checklist:**

- \_\_\_\_\_ Final List of Names & ID #'s of all students who actually attended
- \_\_\_\_\_ Conference Program
  - \_\_\_\_\_ Shows meals provided (if applicable) & daily schedule
- \_\_\_\_\_ Hotel Receipt (on hotel letterhead)
  - \_\_\_\_\_ Itemized, zero balance, check in/out dates & times
  - \_\_\_\_\_ Extra expenses marked accordingly (Parking, food, phone calls, etc.)
  - \_\_\_\_\_ Shows group room rate & number of students per room
- \_\_\_\_\_ Mileage (mapquest) verification - OR - Gas Receipts (must be within dates of travel)
  - \_\_\_\_\_ Verify times & addresses departed/arrived
  - \_\_\_\_\_ Gas receipts taped to 8 x 11 paper, grouped chronologically by studentFor each student driver:
  - Driver's License # \_\_\_\_\_
  - License Plate # \_\_\_\_\_
- \_\_\_\_\_ Airline Boarding Passes, if applicable (n/a if e-ticket or ticketless)
- \_\_\_\_\_ Shuttle/Taxi Receipts (Other transportation – train, etc.)
  - \_\_\_\_\_ Addresses & Times departed/arrived
  - \_\_\_\_\_ Receipts taped to 8 x 11 paper, grouped chronologically
- \_\_\_\_\_ Meal Money Form – OR – Food receipts (if applicable)
  - \_\_\_\_\_ No alcoholic drinks
  - \_\_\_\_\_ Itemized receipts as well as credit card receipts, tip calculated into total
- \_\_\_\_\_ J Form (generated by Travel Liaison after receipts submitted)
  - \_\_\_\_\_ Signature of person handling reimbursement funds for group
- \_\_\_\_\_ Spreadsheet showing breakdown of costs per person (generated by Travel Liaison)
  - \_\_\_\_\_ Signatures of Faculty Advisor & Student being reimbursed