

Traveler:  
Destination:  
Travel Dates:

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

- \_\_\_\_\_ Department Application/Worksheet
  - \_\_\_\_\_ Government rates noted for meals and hotel
  - \_\_\_\_\_ Conference hotel rate noted
  - \_\_\_\_\_ Advisor Approval/Signature
  
- \_\_\_\_\_ Copies of other applications or award letters showing amount awarded
  - \_\_\_\_\_ Dean's Office application and/or letter\*
  - \_\_\_\_\_ Vice President for Research's Office application and/or letter\*
  - \_\_\_\_\_ Other
  
- \_\_\_\_\_ Traveler Annual Certification Form
  
- \_\_\_\_\_ Academic Institutional Excuse Form (if you will miss any courses)
  - Note: Faculty Sponsor is either your advisor or the faculty member authorizing the travel, **not** the course instructor
  
- \_\_\_\_\_ Record of Absence (if you are a benefit-eligible NAU employee or GA)
  
- \_\_\_\_\_ 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
  - Note: If you will be sharing a room, be sure to ask the hotel to bill each person separately for their portion of the cost.
  
- \_\_\_\_\_ Conference Registration Receipt
  - \_\_\_\_\_ Shows what is included with registration (meals, other fees, etc.)
  
- \_\_\_\_\_ Preliminary Conference Information
  - \_\_\_\_\_ Location, Dates, Hotel Rate, Registration Fees  
(submit a brochure or print out pages from the website)
  
- \_\_\_\_\_ Mileage Claim
  - Driver's License # \_\_\_\_\_
  - \_\_\_\_\_ Justification/comparisons to airfare if driving out of state
  - \_\_\_\_\_ Mapquest printout showing miles roundtrip & mileage estimate
  - \_\_\_\_\_ Commute miles deducted
  - OR -
  - \_\_\_\_\_ Gas receipts estimate (if funding too limited for mileage)
  
- \_\_\_\_\_ NAU Vehicle reserved through Transportation Services
  - \_\_\_\_\_ Approval obtained from Department Chair & Travel Liaison

\* = Some funding sources require a post-travel summary letter of your experience.

Updated 7/08