TRAVEL CHECKLIST

NAME OF TRAVELER:_____

DESTINATION OF TRAVEL: _____

DATES OF TRAVEL:_____

☐   Registration Fee   Amount paid and date _____

☐   Airline reservation   Record Locator #_____

       ☐   Advanced   ☐ Not advanced

☐   Lodging reservation Confirmation #_____

       ☐   Tax Exempt Form (Texas)

☐   Rental car reservation   Vendor _____

       Confirmation #_____

☐   Completion of RAT form   Date:_____   ☐ **Sent to Travel**

☐   Completion of Power of Attorney Form (if warranted)   ☐ **Sent to Travel**

☐   Completion of Travel Management Compliance Certification

               ☐ **Sent to Travel**

☐   Itinerary Created   Date provided to Traveler_____

       ☐ **Advance received (if warranted)**

☐   Travel Voucher Completed Date:_____   ☐ **Sent to Travel**

☐   Reimbursement check received   Date:_____

☐   Overage paid on another account?   ☐ **Yes**   ☐ **No**

       Account #_____