TRAVELER’S CHECKLIST

_____ Travel Authorization has been filled out and submitted to Prescott for signature and mailing to FSO Travel

_____ Registration made with PCard (when applicable)

_____ Copy of agenda or other documentation with information regarding designated lodging and meals provided. Necessary for Travel Expense Reimbursement (TER)

_____ Airfare purchase with PCard (when applicable)

_____ Shuttle reservations made with PCard (when applicable)

_____ Hotel reservations made with personal credit card (when applicable)

_____ Upon return fill out Travel Expense Reimbursement (TER)

_____ BUSINESS PURPOSE of trip and location must be indicated

_____ DATE & TIME: On the first and last days of your trip you must include the time you leave from your departure location and the time you arrive at the destination.

_____ ODOMETER: If you are driving a personal vehicle please include your odometer readings both starting and ending, on the first and last days of your trip. If you are traveling to multiple locations over a period of a couple of days you must show odometer readings for each time you change your location.

_____ DESCRIPTION/DESTINATION: Indicate the name of the location you are leaving from and the name of the location you are traveling to, as well as the mode of transportation. i.e. personal vehicle, county vehicle, air, ground transportation.

_____ MEALS: Type a B=Breakfast, L=Lunch, and D=Dinner after you have indicated the mode of transportation per the description above. Or you can indicate in the space under funding the dates and the meals for each date that you claiming. The dollar amount should go in the appropriate location in the table.

_____ LODGING indicate the amount you paid daily for lodging. If you have indicated that the lodging was designated please include documentation to back it up. The dollar amount should be entered on the line of the night you actually stayed at the hotel not the day you checked out.