



Travel Documents



Traveler: _____ Destination: _____ Dates of Travel: _____

(✓/X)	Document	Comments
	Travel Authorization	
	Travel Calculation Form	
	Approval Letter (if applicable)	
	Roster (If applicable) When 2 or more traveling together	
	Agenda/Flyer/Scheduled Games (required)	
	Meal Calculation Form (required) Copy of GSA rate -per diem (required)	
	Non-Conference Hotel: Copy of GSA Rate -lodging (required) Lodging Approval Letter is required when the nightly lodging rate exceeds the GSA rate Hotel Confirmation/Reservation # (required) showing nightly rate	
	Conference Hotel: Proof of Conference Hotel including nightly rate (required) Hotel Confirmation/Reservation # (required) showing nightly rate	
	Rental Vehicle Request Form: Must be an authorized driver of the university Confirmation # (required)	
	Airfare Quote (required)	
	Registration: Invoice or registration form showing registration rate (required)	
	Other	

Comments: _____

