**BEFORE MY TRIP**: **Have I reviewed the WOU Travel Policy and understand the requirements and guidelines?**

****Do I need an approved Pre-Travel Authorization Form?

**o** A Pre-Travel Authorization Form is necessary if any of the following apply: a) Airfare will be charged to Ghost Travel Card, b) Travel advance needed, c) Trip is outside Oregon, d) Trip is international, or e) Trip involves Group Travel.

**o** Is an adequate business purpose given on the form?

**o** Will a travel advance be needed?

* If so, is the Advance Request Section completed on the Pre-Travel Authorization Form?

**o** If Faculty Development Funds are being used, did I attach the Faculty Development Award Notification Letter?

**o** Is the Pre-Travel Authorization Form signed by 1) Traveler and 2) Director/Dean/Division Chair (other than traveler)?

****Is travel for a trip requiring airfare?

**o** If using Azumano Travel, has dept. approver provided index code to Azumano and approved the airfare purchase?

**o** If not using Azumano Travel, do I have a quote from Azumano Travel dated the same day my airfare purchase was made?

****Does lodging or a conference registration need to be paid in advance of the trip?

**o** If so, has a purchase order and invoice/registration form been submitted to the Business Office?

****Is the trip international?

**o** If so, have I attached the International Insurance Form to the Pre-Travel Authorization Form?

****Will this trip require a car rental?

**o** If so, has a compact rental car been booked through Enterprise, National, or Hertz using the State of Oregon’s contract?

****Am I combining personal travel with this business trip?

**o** If so, have I received adequate quotes as outlined in WOU Travel Policy’s *Combining Business & Personal Travel* section?

**DURING MY TRIP**: **Do I have all my necessary travel documentation?**

****Is the trip’s business purpose to attend a conference?

**o** Do I have the original itemized hotel folio showing total amount paid and documentation of conference hotel rate offerings?

**o** Do I have conference documentation including 1)agenda, 2)conference dates/times, 3)sponsored hotel & rate, and 4)meals included?

****Is this trip requiring airfare?

**o** Do I have the airfare itinerary?

****Is this trip requiring a car rental?

**o** Do I have vehicle rental receipt if requesting fuel reimbursement?

****Is this trip requiring taxis/shuttles?

**o** Do I have receipts for rides costing $75 or more?

****Is this trip not using per diem rates for any meals or lodging expenses?

**o** Do I have all meals/lodging receipts if not claiming per diem?

****Is this trip involving any miscellaneous expenses >$25?

**o** If so, do I have original receipts?

**AFTER MY TRIP**: **Do I have my Travel Reimbursement Request Form complete to be reimbursed for my trip?**

****Is the Travel Reimbursement Form turned in to the Business Office within 30 days from last day of travel?

****Is an adequate business purpose given on the form?

**o** Do I have an agenda or documentation supporting the business purpose attached?

**** Was the trip’s business purpose to attend a conference?

**o** Do I have the original itemized hotel folio showing total amount paid and documentation of conference hotel rate offerings attached?

**o** Do I have conference documentation including 1)agenda, 2)conference dates/times, 3)sponsored hotel & rate, and 4)meals included?

****Did this trip require airfare?

**o** Do I have the airfare itinerary attached?

**o** If I did not use Azumano Travel, do I have a quote from Azumano Travel dated the same day my airfare purchase was made attached?

****Did this trip require a car rental?

**o** Do I have the vehicle rental receipt attached?

**o** Do I have the gas receipts attached?

****Did this trip require use of my personal vehicle?

**o** Did I have MapQuest or a similar application documentation for mileage claimed?

****Did this trip not using per diem rates for any meals or lodging expense?

**o** Do I have all meals/lodging receipts if not claiming per diem attached?

****Did this trip involve any miscellaneous purchases >$25?

**o** If so, do I have original receipts attached?

****Is the correct accounting listed on the form? Is the math adding up?

****Was a Travel Advance given for this trip?

**o** If so and trip expenses were less than the advance, have I deposited check/cash at cashier’s office?

****Is the Travel Reimbursement Form signed by 1) Claimant and 2) Director/Division Chair/President (other than traveler)?

****Were Faculty Development Funds used?

**o** If so, did I attach the Faculty Development Award Notification Letter?

**o** If so, is the Travel Reimbursement Form signed by the Academic VP or Director?