

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 Check with Department
- 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, do I have a quote for the Business Days only 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 invoice/registration form been submitted to the Department for payment?
- Is the trip international?
 - o If so, do I want to purchase the International Insurance. If yes, send the completed International Insurance Form to the Business Office prior to trip.
- 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 trip included personal time, do I have a quote for the business days only 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 use 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?