

## Travel Checklist

This checklist is a reminder of the essential information and receipts needed for you to complete a Travel Payment Detail Form upon completion of your trip. For additional information concerning travel regulations consult the on-line information on the BHSU Web Site or contact the Budget Office at 642-6566.

Please file a Travel Detail Form upon completion of your trip using the information provided on this checklist.

The completed Travel Payment Detail Sheet with approved copy of the travel request and appropriate receipts should be forwarded to the Budget Office (Unit 9674). Please make certain the Travel Payment Detail Form has the original signature of the Claimant and the Authorizing Signature.

- Employee Banner ID \_\_\_\_\_
- Vehicle License Number – state and private vehicle \_\_\_\_\_
- Date/Time of Departure \_\_\_\_\_
- Odometer Reading at Departure (personal vehicle only) \_\_\_\_\_
- Date/Time of Return \_\_\_\_\_
- Odometer Reading at Return (personal vehicle only) \_\_\_\_\_
- Airline Ticket (original Receipt)
- Airport Parking Receipt
- Motel (Hotel Lodging – original receipt must be itemized showing daily total and grand total). Single room rate must be shown on receipt if more than one person in room
- Taxi Fare Receipt – if over \$5.00
- Meeting Agenda/Program-showing meeting and meal functions
- University FOP (Fund/Organization/Program) paying for this trip \_\_\_\_\_
- Copy of Approved Travel Request

