



## POST-TRAVEL CHECKLIST

This checklist is a suggested tool that provides a procedural order to preparing your Travel Expense Report upon your return.

- For Travel Advance - Return any unused funds to the Cashier's Window. Must be accompanied by the Travel Advance Remittance Form.
- Gather the following supporting documents:
  1. Conference/event agenda or game schedule
  2. Game Schedule - Must include date, time, and location
  3. Hotel Receipt (must be itemized)
  4. Transportation Receipt(s)
    - Rental Vehicle, Train - must provide detailed receipt
    - Airfaire - receipt/boarding pass from travel days
    - Personal Vehicle - print MapQuest or similar
    - BTS Bus - submit invoice
    - Other - detailed receipt
  6. For Group Travel Only - A list of **ALL** travelers (including first/last name and ID number)
  7. For Group Travel Only - A list of all travelers who participated in each meal. List must include first/last name and ID number.
  8. GSA Meals & IE print out if traveling out-of-state - <https://www.gsa.gov/portal/category/26429>
  9. Copy of signed Advanced Payment Responsibility Acknowledgement (APRA) Form (if travel advance was received)
  10. Copy of signed, fully approved Travel Authorization Request form
  11. Itemized receipts for any other expenses claimed. Check the Travel Policy for requirement details.
  12. Banner receipt received when unused travel advance funds were returned.
- Complete the Travel Expense Report (TER). Handwritten forms will not be accepted.
- Print the TER, sign, and route for approval with all supporting documents.

*\*It is a good rule of thumb to keep a copy of your request and all supporting documents for your records.*