

Travel Authorization/Voucher Checklist

AUTHORIZATION INFORMATION NEEDED: Attach training memo and/or agenda relevant to travel.

Traveler: _____ Dates of Travel: _____ Accounting Code (if provided): _____
Purpose of Travel or Title of Training: _____ Location: _____
Lodging Name: _____ Lodging Address: _____ Phone Number: _____
Confirmation Number: _____ Cancellation Policy: _____
Registration fee? (If yes, have you gotten that approved and paid? If not, please work with appropriate staff for payment.)
Any meals provided? If yes, please provide detailed information:
Cost Comparison Needed? If so, please explain:

Flights needed for this travel? If so, please enter as many details of flight request:
Airport: _____ Layover time preference: _____ Seat preference: _____
Checked Bag Fee: _____
Approximate times of flights: Origin departure: _____ Return departure: _____
Ground transportation required? If so type (circle one): Rental Car Shuttle Shared Ride Taxi Metro
Shuttle/Rental Car Company: _____ Reservation #: _____ Phone number: _____
Rental Car/Shuttle Pick-up Time: _____ Rental Car/Shuttle Drop-off Time: _____

Are you requesting POV? Mileage: _____ Rate: _____ Approved by: _____

Additional Expenses Expected (Parking, shuttle, taxi, metro, tips (meals not included):

Supervisor's Signature _____ Date _____

LT Signature _____ Date _____

TA#: _____
AUTH #: _____
Total Cost: _____
Entered Date: _____
Entered By: _____

VOUCHER INFORMATION NEEDED
Please include all receipts.

Expenses accumulated in travel status¹
3a. Lodging Rate (cannot exceed government maximum):
3b. Lodging Taxes:
3c. Tips Paid Out (meal tips not included):
3d. Parking: Hotel _____ Airport: _____
3e. Baggage:
3f. Shuttle:
3g. Taxi:
3h. Metro:
3i. Miscellaneous²: _____ for _____

Any annual leave taken during travel? If so, hours: _____

Comments:

Voucher Prepared Date: _____
Voucher Prepared By: _____
Total Voucher Cost: _____

¹ If any individual charges for topics 3d through 3g are over \$25, you will need a receipt.
² Expenses related to office supplies, conference fees, training fees, shipping costs, conference/meeting rooms, and light refreshments are not travel expenses. They may not be authorized or paid through the Department's travel system.