

TRAVEL ADVANCE-PREPAYMENT FORM CHECKLIST

This checklist should be used to verify that the Travel Advance-Prepayment Form has been accurately completed, all documentation has been attached, and appropriate signatures have been secured. If any items on this list (where applicable) have not been provided, your form will be returned for incompleteness.

Complete the following sections:

- Action Requested _____
- Department _____
- Division _____
- Date Submitted _____
- Name of Traveler(s) - Attach list if additional space is needed _____
- Purpose of Travel _____
- Traveling to _____
- Departure Date _____
- Return Date _____
- Banner Fund and Amount _____
- Signatures: Travel requires signatures through the Dean/VC level. If the Dean is traveling, the Provost's signature is required. If the VC is travelling, the Provost or Chancellor's signature is required. The Provost's travel requires the Chancellor's signature. The Chancellor's travel requires the VC of Finance & Administration signature. _____
- ***Grant Fund - Contracts & Grants approval _____
- ***Grant Fund & Title III - Contracts & Grants approval and Title III approval _____
- ***Agency Fund - Trust Fund Accountant approval (Financial Services) _____
- ***Endowment Fund - Endowment Accountant approval (Financial Services) _____
- ***PDC - Provost approval, Title III approval and Contracts & Grants approval _____
- Traveler(s) Signature _____
- Pick Up Check Indication - CHECK WILL BE MAILED IF NO INDICATION IS MADE _____
- Contact Person / Ext. _____

Cash Advance:

- Employee Name (to whom the check will be made payable) _____
- Employee's Banner ID # _____
- Amount and breakdown _____
- Attach the following:
 - List of students who will be traveling (if enough room is available, you can list names of students in the 'Name of Traveler(s)' section in lieu of attaching a list) _____
 - Conference Agenda (if agenda is not available, submit documentation that indicates the date, time and location of the event) _____
 - Athletic teams traveling for athletic competitions, submit travel itinerary in lieu of conference agenda _____

Hotel Check:

- NAME AND ADDRESS of hotel _____
- Hotel's Banner ID # _____
- Amount (Room and tax only) _____
- Attach the following:
 - Hotel Confirmation/Contract (check-in & check-out dates, room rate per night and tax rate) _____
 - Credit Card Authorization Form from the hotel _____
 - Conference Agenda (if agenda is not available, submit documentation that indicates the _____

date, time and location of the event)

Athletic teams travelling for athletic competitions, submit travel itinerary in lieu of conference agenda and a list of all travelers

***If you have a corporate Amex Card, you must pay for your hotel accommodations and request reimbursement upon your return.

Registration Check:

***Please pay with P-Card if registration fee is < \$2500.00 and vendor/organization accepts credit card payments. Indicate on Travel Advance Prepayment Form "Paid with P-Card"

If check is required, follow instructions below:

NAME AND ADDRESS (to whom the check should be made payable)

Banner ID #

Amount

Attach the following:

Registration Form (if form does not indicate the amount of the registration fee, submit documentation that provides that information)

Athletic teams traveling for athletic competitions, submit travel itinerary and list of all travelers

***If check is to be mailed, you must submit a registration form to mail with the check.

Airline Authorization:

Fill in 'Aladdin Travel' as travel agency

Amount

Attach the following:

Aladdin Itinerary

Conference Agenda (if agenda is not available, submit documentation that indicates the date, time and location of the event)

Athletic teams traveling for athletic competitions, submit travel itinerary in lieu of conference agenda and list of all travelers
