This checklist is a suggested tool that provides a procedural order to preparing your travel documents for submission.

☐ Gather the following supporting documents:
   1. Conference/event agenda or game schedule
   2. Game Schedule - Must include date, time, and location
   3. Hotel Quote - You will need the vendor's A number for the Travel Authorization Request form. Contact Purchasing if you need to setup a vendor.
   4. Transportation
      • Rental Vehicle, BTS Bus, Train - get quotes
      • Airfare - log into Egencia for quote/reservation
      • Personal Vehicle - print MapQuest or similar
      • Other - provide supporting documents that indicate cost and mode of transportation
   5. Registration Quote - You will need the vendor's A number for the Travel Authorization Request form. Contact Purchasing if you need to setup a vendor.
   6. For Group Travel Only - A list of ALL travelers (including first/last name and ID number)
   7. GSA Meals & IE print out if traveling out-of-state - https://www.gsa.gov/portal/category/26429
   8. Advanced Payment Responsibility Acknowledgement (APRA) Form (if travel advance is requested)
   9. Quotes for any miscellaneous expenses

☐ Log into Banner and start your encumbrance. Get the encumbrance number and write it down. You will need it for the Travel Authorization Request form.
☐ Complete the Travel Authorization Request (TAR) form.
☐ Complete the encumbrance in Banner.
☐ For Airfare Only - Send your encumbrance number to Purchasing so they can book your flight.
☐ Print the TAR, 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.