



## PRE-TRAVEL CHECKLIST

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.*