

TRAVELER'S CHECKLIST

- _____ Travel Authorization (TA) has been filled out and submitted to Yavapai admin for e-signature
- _____ Conference/Event registration made with PCard (when applicable)
- _____ Copy of agenda or other documentation with information regarding designated lodging and meals provided. Necessary for Travel Expense Reimbursement (TER)
- _____ Airfare purchase with PCard* (when applicable)
- _____ Shuttle reservations made with PCard (when applicable)
- _____ Hotel reservations with PCard* (when applicable)
- _____ Prepaid Hotel reservation –requires a minimum of 3 weeks' notice prior to stay
 - _____ Employee makes reservation
 - _____ Employee submits confirmation to appropriate admin staff

**Do not use PCard when combining business and personal travel. You must use personal card.*

Upon return, fill out Travel Expense Reimbursement (TER).

- _____ **BUSINESS PURPOSE** of trip and location must be indicated
- _____ **DATE & TIME:** On the first and last days of your trip you must include the time you leave from your departure location and the time you arrive at the destination.
- _____ **ODOMETER:** If you are driving a **personal vehicle** please include your odometer readings both starting and ending, on the first and last days of your trip. If you are traveling to multiple locations over a period of a couple of days you must show odometer readings for each time you change your location.
- _____ **DESCRIPTION/DESTINATION:** Indicate the name of the location you are leaving from and the name of the location you are traveling to, as well as the mode of transportation. ie. personal vehicle, county vehicle, air, ground transportation.
- _____ **MEALS:** Type B=Breakfast, L=Lunch, and D=Dinner after you have indicated the mode of transportation per the description above. Or you can indicate in the space under funding the dates and the meals for each date that you claiming. The dollar amount should go in the appropriate location in the table.
- _____ **LODGING** indicate the amount you paid daily for lodging. If you have indicated that the lodging was designated please include documentation to back it up. The dollar amount should be entered on the line of the night you actually stayed at the hotel not the day you checked out.
- _____ **ACCOUNT INFORMATION:** In the funding section indicating what account, sub account should be charged. If another department's paying for your expenses indicate the account information or the person to contact to obtain the information from.
- _____ **RECEIPTS:** Attach all receipts related to your travel with the exception of meal receipts (we pay per diem). Ex. would be hotel receipts, taxi fares, shuttles (if you did not use your PCard), parking