



### **CHECKLIST: Travel Requisition**

- Traveler's name, address, contact number
- FOAP (Accounting Code)
- Employee ID or Social Security Number
- Travel Requisition Number (retrieve from Tiger\$hoppe-Sciquest) at top right: T \_\_\_\_\_
- Airfare (concurolutions.com) Call travel office If not in portal
- Departure/Return dates match supporting documentation (traveler allowed to leave one day prior to meeting, if necessary)
- Traveler's signature
- Dollar amount on Travel Form must match dollar amount on the hard copy of Travel Requisition
- International travel requires Overseas Authorization Form signed by the appropriate VP all destinations outside continental US are considered Overseas (Alaska and Hawaii)
- Hotel conformation with dates and nightly rate
- Purpose for travel
- If hotel nightly rate is above the CONUS Rate, a justification for the increased nightly rate is needed. Notate the increased nightly rate in part IV: Travel Exception on the Travel Requisition Form
- Supervisor approval in Tiger\$hoppe
- Grants Administration approval in Tiger\$hoppe if using restricted funds

### **ATTACHMENTS:**

- Agenda/Itinerary; if traveling with a group or team, attach the Group/Team Cash Receipt and event schedule
- Student Travel Competition & Event Release Forms when traveling with students
- Faculty Travel and Event Release Form
- Hotel conformation with dates and nightly rate
- Supporting documentation with event, location and dates)