CHECKLIST: Travel Requisition

o Traveler's name

o FOAP

o Employee ID or Social Security Number

o Travel Requisition number (retrieve from SciQuest)

o Airfare (Wright Travel)

o Departure/ Return dates match supporting documentation (traveler allowed to leave

one day prior to meeting, if necessary)

o Traveler's signature

o Agenda/ itinerary/ or team roster

o Student release forms when traveling with students

o Hard copy match correct forms and dollar amount in SciQuest

o International travel requires appropriate VP signature

o Original approved requisition with travel supplement

o Hotel justification, if over the maximum allowed amount for that location

o Purpose of travel (supporting documentation)

o Supervisor approval in SciQuest

COMMENTS: