

GME Educational Funds- Travel Request Checklist

Instructions: *The travel request checklist must be completed and submitted with travel packet*

Answer YES or NO to each question. Any requests with incomplete forms will be returned to the individual or department that initiated the request. Any requests missing receipts or sufficient proof of payment, will be processed at the reduced amount.

FORMS		YES OR NO
	1. PRE-APPROVAL/ TAR: GME Pre-Approval (TAR) is attached TAR is signed by traveller and their program director	<input type="checkbox"/>
	2. UMSA Travel & Expense Report (T & E) is included BOTH the traveler and their supervisor have signed the T & E	<input type="checkbox"/>
	Reimbursement request is fewer than 60 days after travel is completed	<input type="checkbox"/>
	Conference agenda is included	<input type="checkbox"/>
	If travel is international, CFO approval is included	<input type="checkbox"/>
MEALS		YES OR NO
	Per diem rate is broken down by <i>day and meal</i> .	<input type="checkbox"/>
	For per diem rate go to www.gsa.gov CIRCLE ONE: 46 / 51 / 56 / 61 / 66 / 71	<input type="checkbox"/>
	Conference Agenda was reviewed for any meals provided	<input type="checkbox"/>
	If ANY meals were provided, per diem is reduced by that amount	<input type="checkbox"/>
	For travel days, the per diem was based on the time of departure	<input type="checkbox"/>
AIRFARE		YES OR NO
	Original receipt shows who and how paid	<input type="checkbox"/>
	If not, a cc statement is included as proof	<input type="checkbox"/>
HOTEL		YES OR NO
	Less than \$250 per night (unless Conference hotel was used)	<input type="checkbox"/>
	Original itemized receipt shows a zero balance	<input type="checkbox"/>
	Receipt shows who and how paid	<input type="checkbox"/>
	If not, cc statement is included as proof of payment	<input type="checkbox"/>
	Room service has been subtracted	<input type="checkbox"/>
	No more than 1 day before conference begins	<input type="checkbox"/>
	Internet charges are business related	<input type="checkbox"/>
REGISTRATION		YES OR NO
	Original receipt is included	<input type="checkbox"/>
	Receipt shows who and how paid	<input type="checkbox"/>
MILEAGE/OTHER		YES OR NO
	Mileage- If mileage claimed, a mapquest included	<input type="checkbox"/>
	Taxi/Parking- Original receipt included	<input type="checkbox"/>