



## TRAVEL PACKET CHECKLIST

***Failure to complete and/or include items listed below will result in the return of the travel packet to the program.***

### **PRE TRAVEL SUBMISSION**

- Request for Travel Expense Form** – *Traveler must fill in all areas and obtain the signature of his/her Supervisor and Director*
- Conference/Training/Meeting Itinerary** - *Attach copy of itinerary for the conference/training.*
- Conference Registration Form** – *Attach completed registration form.*
- Hotel Room Rate** – *Attach hotel room confirmation. (If the hotel price exceeds the approved GSA rate, the approved GSA rate will be funded by Carl D. Perkins budget and the remaining amount will be funded by another source, i.e. local funds)*
- Meal Receipts** – *Attach all receipts for meals. If multiple individuals are included on a single receipt, the receipt must list all people included AND the receipt must be included in each persons travel reimbursement package.*
- GSA Per Diem Rates** – *Attach a copy of per diem rate for the city and state of travel. The rates can be found at [www.gsa.gov](http://www.gsa.gov).*
- Airline/Train Fare** – *Attach Airline/Train Fare receipts.*
- Baggage Rates** – *Attach baggage receipt(s)*
- Parking Rates** – *Attach parking (garage) receipt where your vehicle will be left while on travel*
- Uber/Lyft/Taxi/Shuttle Fees** – *Attach all Uber/Lyft/Taxi/Shuttle receipts (to & from airport and vice versa; to & from venue; to & from lodging; and to selected places to eat. Transportation re: work travel)*