

# TRAVEL APPROVAL & REQUISITION CHECKLIST

- DATE OF REQUEST FILLED IN
- EMPLOYEE NAME, POSITION, DISTRICT LOCATION, NAME & PLACE OF CONFERENCE
- LEAVE DATES
- IS THERE A SUBSTITUTE REQUIRED?
- COMPLETE PAYMENT OPTION ACCORDING TO WHICH IS LEAST & ATTACH MAPQUEST
- TRANSPORTATION & MEAL TOTAL FILLED IN COMPLETELY WITH DATES THAT MATCH LEAVE DATES.
- HOTEL ESTIMATE (DO NOT MAKE ANY RESERVATIONS UNTIL TRAVEL IS APPROVED)
- REGISTRATION FEE (VENDOR, ADDRESS, AMOUNT) IF ANY
- EXPENSE CODES FOR REGISTRATION AND REIMBURSEMENT
- NO REIMBURSEMENT SIGNATURE OR REQUESTOR SIGNATURE WHICHEVER APPLIES

Bookkeeper signature \_\_\_\_\_ Date \_\_\_\_\_