



BUSINESS TRAVEL CHECKLIST

1. PRIOR TO TRAVEL

- ☐ Travel Pre-Approval for out of state trips must be submitted to the Governing Board for acceptance at least 30 days prior to travel.
- ☐ A Travel Pre-Approval Document must be completed with all necessary approval signatures and funding source, and a copy be emailed to BS-travel@kyrene.org at least 30 days prior to travel.
- ☐ Attach the completed Travel Pre-Approval form to ALL travel-related Purchase Requisitions before submitting. Do not make reservations prior to receiving a Purchase Order number.
- ☐ Submit a Purchase Requisition for estimated reimbursable expenses, made out to the Traveler. This encumbers funds prior to travel. Attach a copy of the Travel Pre-Approval Form.
- ☐ Print out hard copies of flight itinerary, conference brochure, travel-related Purchase Orders and any relevant documents to include with your claim.
- ☐ Review the Travel FAQs on the Travel Webpage (Departments/Business Services/Travel) for general guidelines

2. UPON YOUR RETURN

- ☐ Complete your Expense Claim Form (with signatures / funding source). An Excel version is available on the Departments/Business Services/Travel website, under Forms.

Attach the following items:

- ☐ A copy of the complete Travel Pre-Approval Form
- ☐ A copy of the conference brochure including conference itinerary.
- ☐ A copy of your flight itinerary, if applicable (regardless of requesting reimbursement for flight).
- ☐ Original, detailed receipts for meals, lodging reimbursements, and rental car if pre-approved.
- ☐ Copy of the Purchase Order for the Traveler's reimbursable expenses
- ☐ Copies of all travel-related Purchase Orders
- ☐ Submit your completed travel packet to Business Services for reimbursement
Mail Stop 1B, Attn. Accounts Payable