Travel Request Checklist

Traveler's Name: _____	Departure Date: _____	
Destination: _____	Return Date: _____	

	✓	Comments
Confirm that Traveler has not taken more than 2 trips using Faculty Fund Tracker		
Statement of Class Coverage		
Supporting Documentation. Conference program or other supporting documentation, i.e. invitation, schedule, email/letter from host with dates of trip.		
Confirm that Airfare Quotes/Receipts are attached		
Confirm that Hotel Quotes/Receipts are attached		
Add trip to their Faculty Fund tracker		
Conference Funding Request		