

TRAVELER'S CHECK LIST

Before travel

- Fill in Estimate of Travel Expenses form (required for students, but can be used by others to estimate trip expenses)
- Students: have Estimate of Travel Expenses approved and signed by supervisor
- Discuss funding options with Elizabeth
- Turn in completed Travel Authorization form to Cheryl (must have an account number)
- Students: Turn in Estimate of Travel Expenses to Cheryl with the authorization form
- Discuss travel plans with Cheryl to prevent any "after travel" issues
- Register for meeting
- Turn in registration receipt to Cheryl
- Make airline reservations
- Provide a copy of the airline receipt to Cheryl
- Do a cost comparison of flights (If using an alternate vendor, or personal travel is involved, or driving to a meeting over 400 miles away). See Cheryl for help.
- Make hotel reservation (receipt not needed until you checkout)
- Complete a Leave Request for Official Professional Travel via MyUK; for international travel, also complete the UK International Travel Registry (<https://ihss.uky.edu>)
- Print a tax exempt certificate for the state you are traveling to. (see: <http://www.uky.edu/Purchasing/docs/statestaxexempt.pdf>)

During travel

- Save all receipts on trip

After travel

- Gather all receipts
 - Airline receipt (if not already turned in)
 - Baggage
 - Car rental
 - Gas (if rented a car)
 - Ground transportation (taxi, Uber, public transportation, etc.)
 - Lodging (single room rate; zero balance)
 - Parking
 - Registration (if not already turned in)
 - Tolls (if traveled by car)
- Make a copy of receipts for all charges placed on ProCard
- For each ProCard expense, complete a separate ProCard voucher, attach the copy of the receipt, and submit to Elizabeth
- Fill out both sides/pages of the travel worksheet (copies on Cheryl's door and on department website); be sure to indicate which expenses were on ProCard
- Additional documents to provide:
 - Copy of letter/e-mail invitation
 - Copy of brochure, program, or meeting agenda
 - Print-out from conference website detailing items included in registration cost
- Turn in all original receipts, additional documents, and worksheet to Cheryl

Questions? Need help? See Cheryl