

TRAVEL CHECKLIST

The documents listed below are required for the processing of Travel Authorization. All Travel Authorizations must be signed and approved by the administrator prior to the start of any and all travel. (See Section 6, Table 1).

For Faculty/Staff Traveling:	
<input type="checkbox"/>	1. Travel Authorization Form (TA) <i>TA amount over \$5,000 requires VP approval/signature.</i>
<input type="checkbox"/>	2. Agenda for Events, Plan of Work, Invitation, Conference Information, Itinerary, Event Registration w/required payment amount
<input type="checkbox"/>	3. 1 Price Quotation (if ticket price ≤ \$1,499)
<input type="checkbox"/>	4. 3 Price Quotations (if ticket price > \$1,500)
<input type="checkbox"/>	5. Receipt of Ticket (if paid by traveler)
<input type="checkbox"/>	6. UOG Leave Application Form
<input type="checkbox"/>	7. Traveler Acknowledgement Form
<input type="checkbox"/>	8. GSA Per Diem Rate (if claiming on TA)
<input type="checkbox"/>	9. Variance Form (if applicable)
<input type="checkbox"/>	10. Rental Car Reservation (as approved by administrator if applicable)
<input type="checkbox"/>	11. Written advance authorization from UOG President (for non-employee rendering services to UOG)
For Students Traveling:	
<input type="checkbox"/>	1. Travel Authorization Form (TA)
<input type="checkbox"/>	2. Agenda for Events, Plan of Work, Invitation, Conference Information, Itinerary, Event Registration w/required payment amount
<input type="checkbox"/>	3. Memo of Support from Dean of EMSS
<input type="checkbox"/>	4. 1 Price Quotation (if ticket price ≤ \$1,499)
<input type="checkbox"/>	5. 3 Price Quotations (if ticket price > \$1,500)
<input type="checkbox"/>	6. Receipt of Ticket (if paid by traveler)
<input type="checkbox"/>	7. Traveler Acknowledgement Form
<input type="checkbox"/>	8. GSA Per Diem Rate (if claiming on TA)
<input type="checkbox"/>	9. Statement of Responsibility (see pages 24-25 of Travel Policy)
<input type="checkbox"/>	10. Student Waiver Form (see EMSS)
<input type="checkbox"/>	11. All other documents as applicable to students
Travel Clearances for <u>All</u> Travelers:	
<input type="checkbox"/>	1. Travel Clearance Form (TC)
<input type="checkbox"/>	2. Trip Report Form
<input type="checkbox"/>	3. Boarding Passes (see Section 16)
<input type="checkbox"/>	4. Claims for expenses with receipts (see Section 10 for exceptions)

Business Office Resources: <https://www.uog.edu/administration/administration-finance/business-office/resources>