**Travel Request Checklist**

<https://www.sru.edu/offices/accounting-services/accounts-payable/travel-info>

* Domestic travel requests should be submitted 4 weeks prior to travel
* International travel (outside of lower 48 states) must be submitted 6 weeks prior to travel
* Last-minute travel is sometimes necessary; it should be coordinated carefully due to shortened timelines

**Items to be attached, if relevant**

[ ]  Class coverage plan consistent with the duties and responsibilities of faculty members identified in Article 4 of the CBA (p.5)

[ ]  Conference/activity details (e.g., web site)

[ ]  Conference registration costs (estimates can be uploaded)**. Please note:** To be good stewards of resources, faculty are encouraged to meet the early bird deadlines.

[ ]  Airfare or other transportation costs (estimates with flight info, fees, etc. should be uploaded)

[ ]  MapQuest or similar if mileage or rental car requested (home-destination-home and SRU-destination-SRU)

[ ]  Trip optimizer. **Please note:** The trip optimizer is to be used when the travel exceeds 150 miles PER DAY.

[ ]  Subsistence worksheet if meals are supplied and you are requesting per diem

*If meals are supplied, manually change the meals/subsistence costs to match the adjusted price.*

[ ]  Hotel information and justification

[ ]  Miscellaneous (taxi, tolls, shuttle, parking, etc., with itemized estimates)

If documents are not available, please upload your best educated guess, such as a “snip” from a website, together with a short explanation.

\*\*The Travel Budget Management Tool is useful when requesting **additional funds** from the Department or Dean’s budget.

**Additional Items for International Travel**

[ ]  Travel Advisory Status for all international travel with written guidance from Global Engagement. Please note travel advisory status may change before the date of travel.

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

[ ]  Completed and signed Export Control Form

<https://www.sru.edu/documents/offices/accounting-services/Travel/InternationalExportControlForm.xlsx>

***All travelers must use the most economical means of travel.***

***Travelers should not make non-refundable reservations*** without an approved Travel Request. If you book travel without an approved travel request, you could incur unreimbursed expenses.

***Including all items on this checklist***can help ensure expeditious approvals.

**Travel Expense Checklist (Items to be attached, if available)**

[ ] Additional receipts as necessary (note: no receipts required for approved and allowable per diem)

**If travel exceeds the original travel request and the extra costs are approved:**

[ ] Original travel request breakdown (included as an attachment)

[ ] Notes on why travel was more than initially projected

[ ] Email from chairperson acknowledging additional costs

**If travel exceed the original travel request, but the extra costs are not approved:**

[ ] Must make necessary correction on the expense report before submitting

 2.28.24 updated M&D