

Academic Affairs Faculty Travel Request Checklist

- ☐ Domestic Travel Requests should be submitted at least six weeks prior to the trip.
- ☐ International Travel Requests should be submitted at least six months prior to the trip. An [International/Overseas Export Control form](#) is required.
- ☐ Gather documentation and estimates to create your Travel Request. Such as;
 - ☐ Conference itinerary or event agenda
 - ☐ Registration amounts
 - ☐ Estimates for airfare
 - ☐ Estimates and justification for hotel
 - ☐ Estimated meals/per diem ([Subsistence worksheet](#)) ([Domestic Per Diem Rates](#))
 - ☐ Estimate for tolls ([Foreign Per Diem Rates](#))
 - ☐ Driving directions
 - ☐ [Trip optimizer](#), if applicable
 - ☐ Any other miscellaneous expenses you might need to attach to your request.
- ☐ Obtain any funds reservation numbers and/or funds center numbers that will be used for the trip.
- ☐ Prepare and submit the [Faculty/Staff/Student Travel Request form](#). Reach out to Kristine Hoffman for any assistance needed.

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

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.

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