**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