

## **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