

Travel Checklist

This is the information needed to complete your travel voucher for reimbursement. This list is not exhaustive; there may be other items needed. Turn in original receipts you acquire on each trip. NOTE: Any amount you are claiming that is \$10 or over must be accompanied by a receipt.

Name: WKU 800/801#

Travel Details

Travel Location:

Conference Attended:

| | | | |
|----------------|--|----------------|--|
| Departure Date | | Departure Time | |
| Return Date | | Return Time | |

Check if you were a:

Presenter

Panelist

Chair

Other:

- Conference Registration
- Registration/Banquet Fees Receipts

Travel/Transportation

- Mileage if you drove to the conference (Roundtrip): _____ miles
- Airfare receipts/itinerary
- Checked baggage receipts
- Public transportation receipts (Taxis, bus, train, shuttle, etc.)
- Parking toll receipts
- Rental car receipts and fuel receipts

Food/Lodging

*For conference travel, include a copy of the conference program/schedule

- Hotel receipts/Folio
- Per Diem (Check the meals you wish to claim. If more than 7 days, provide additional documentation).

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

Breakfast

Lunch

Dinner

Notes/Comments:

*For extended trips or trips that include conference and research or back-to-back conference, please include a daily itinerary.