
I'm going to be traveling. What will I need?



The following should be included with the Travel Expense Reimbursement Form when returning from a trip:

- Completed Authorization for Travel & Claims Form
- Agenda, Training Documents or Invitation to event; this needs to show date, location, and the reason.
- Memo- If something changed from original travel request. What happened?

Don't Forget Your Receipts!

- Registration Invoice if paid out of pocket, with proof of payment
- Hotel Invoice if paid out of pocket, with proof of payment
- Parking if paid out of pocket, with proof of payment
- Other out of pocket business expenses not listed above, with proof of payment.