

The following documents are required for TRAVEL REIMBURSEMENT (check request acct 4043) and in the order listed below:

1. TRAVEL & TRAINING AUTHORIZATION/ADVANCE FORM (completely filled out and signed/date by Dept Director or **Department approved personnel** and Employee)
2. Cost Breakdown Sheet for Travel (Expense Worksheet)
3. Dept Memo or email approval
4. Event information/Registration/Program/Agenda
5. Travel Map showing mileage (not step by step direction) if using personal auto
6. Rental car (if booked)
7. Gas receipts (if any)
8. Hotel Folio (Receipt)
9. Airline Reservation (with or without baggage fee)
10. Misc Receipts, (any other cost related to the travel), must be submitted