

Traveler Name _____ Travel Dates _____ Destination _____

DOMESTIC TRAVEL CHECKLIST

✓ DATE	NOTES
	Obtain Department Head Approval.
	Complete electronic travel request. Attach invitation, funding confirmation, calendar, and any other document necessary for review.
	Notify Traci when TA ready is for review.
	Make changes if needed and route trip for approvals. Add Traci as reviewer. NOTE: Trips on PIP-II funds, add Chris Jacobsen as funding approver. Trips on funds or other than PIP-II, list funding approver noted for specific task.
	Do you have Travel Office approval to commit funds? <input type="radio"/> Yes If approval not yet received, continue to follow-up. Note date that approval email is received: Approval Date: _____
	Pay registration fee if required. Ensure that we have funding approval <u>before</u> paying fee.
	Contact Travel after funding approval is received: <ul style="list-style-type: none"> • Finalize airfare, lodging, car rental, as applicable. • Obtain documented approval from traveler of all arrangements. Include a copy of the finalized itinerary in the file.
	If traveler made their own lodging reservations, obtain confirmation.
	If conference travel, send the following email: Our DOE contractual requirements regarding Export Control now require us to collect posters and slides for all conferences. Please request a Fermilab report number for each of your posters, slides and papers and upload to http://lss.fnal.gov/cgi-bin/getnumber.pl . Please email techpubs@fnal.gov or call X5693 for further information or assistance.
	Make Limo reservations.
	Prepare travel packet.

TRIP COMPLETED

	Ensure that personal time taken M-F is reflected as vacation in FTL.
	Request receipts from traveler.
	Reconcile Expense Voucher (within 10 days) and submit for review. Attach supporting documentation (i.e., receipts).
	When response is received with comments, make changes if needed and route voucher for approvals. NOTE: Chris Jacobsen is approver on all PIP-II funded trips.
	Following receipt of all approvals: <ul style="list-style-type: none"> • Print approved voucher, approved TA, and approval to commit funds. • Attach original receipts. • Mail or take all documents to Accounting, MS112 (Elena).