

Traveler: \_\_\_\_\_ Travel Dates: \_\_\_\_\_ Destination: \_\_\_\_\_

Business Dates: \_\_\_\_\_ Reason: \_\_\_\_\_

### FTR CHECK-OFF LIST

#### DO NOT INCUR COSTS WITHOUT TRAVEL OFFICE APPROVAL

- Obtain Department Head approval. Date \_\_\_\_\_
- Request Director approval via e-mail to. Please include traveler's original request and Department Head's approval. If verbal, just make note of it. Date requested \_\_\_\_\_
  - Conference name (if applicable)
  - Talk title (if applicable)
  - Registration Deadline
  - Location
  - Travel Dates
  - Essential Travel Justification
  - Funding
  - Cost Estimate
  - Personal time
  - Benefit to Laboratory
  - Traveler comments (not required but may help)
- Complete electronic travel request. Attach invitation, funding confirmation, calendar, and any other document necessary for review. Fields that do not apply can be left blank rather than entering "n/a." Date entered \_\_\_\_\_ TA Number \_\_\_\_\_
- Have TA reviewed.
- Make changes if needed and route trip for approvals. Note Traci as reviewer. Date Routed \_\_\_\_\_
- NOTE: Funding approver is always Chris Jacobsen for PIP-II codes.
- If conference travel, send the following email to traveler: Date Sent \_\_\_\_\_  
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](mailto:techpubs@fnal.gov) or call X5693 for further information or assistance.
- Funds cannot be incurred until we receive approval email from Travel. Note date that email is received. Funding approval: \_\_\_\_\_
- Pay registration fee if required. Ensure that we have funding approval before paying fee. Date Paid \_\_\_\_\_
- Contact Travel office for arrangements after funding approval received. Date \_\_\_\_\_
- Check suggested itinerary from Travel:
  - Rental car and lodging should be included if requested.
  - Obtain documented approval from traveler of all arrangements.
  - Advise Travel to proceed with reservations.Date \_\_\_\_\_
- If traveler made their own lodging reservation, obtain confirmation. Date \_\_\_\_\_
- Make limo reservations. Date \_\_\_\_\_
- Ensure approval to depart. Electronic TA status should show "completed" and FTMS trip status "approved." Date \_\_\_\_\_
- Prepare documentation for traveler. Date \_\_\_\_\_
- Add to personnel calendar in Sharepoint. Date \_\_\_\_\_

Traveler: \_\_\_\_\_ Dates: \_\_\_\_\_ Destination: \_\_\_\_\_

**Post trip:**

- Confirm that personal time taken M-F is reflected as vacation in FTL. Date \_\_\_\_\_
- Collect receipts from traveler **no later than** 10 days after return date. Date \_\_\_\_\_
- Coordinate reimbursement with host lab if it applies to your trip: Date \_\_\_\_\_
  - Provide expense documentation and banking information to host.
  - Advise Sylvia Gonzalez of anticipated wire transfer and provide her with traveler name, project/task, and the name of organization wiring the funds.
  - If Accounting is required to bill host, provide Mary Jo Lyke with details.
  - Notify Karoline if there is a delay in submitting voucher.
- Reconcile expense voucher **no later than** 15 days after return date. Date \_\_\_\_\_  
Vouchers involving reimbursement from host lab will be reconciled as soon as the wire transfer is confirmed.
- Take file for review. Attach supporting documentation (i.e., receipts). Date \_\_\_\_\_
- Make changes if needed and route voucher for approvals. Date \_\_\_\_\_  
**(Admin not authorized to approve reconciled voucher)**
- Following receipt of all approvals: Date sent \_\_\_\_\_
  - Print one copy of approved voucher and one copy of approved TA.
  - Print approval to commit funds.
  - Attach original receipts.
  - Mail or take all documents to Accounting, MS112 (Elena).