TRAVEL DOCUMENTATION

TRAVEL REQUESTS MUST INCLUDE THE FOLLOWING DOCUMENTS:

- Travel Request: **Completed** and signed by traveler and supervisor, if applicable
  - Justification should include:
    - Purpose of travel
    - Source of funds
    - Relatedness of purpose to source of funds (allocability)
    - Personal time, if any
- Published Flight Itinerary, Amount and Proof of Payment
  - If your travel also involves personal time, a comparison airfare quote, obtained in conjunction with your actual itinerary, to travel directly to/from your business travel is required
  - 3 quotes required for airfare ≥$2,500
  - Only economy class allowed
- Conference/Meeting announcement, brochure, letter of invitation, etc., (only one required) stating name, place and dates of event. E-mails are acceptable
- If this is NOT an organized event, please submit an e-mail or correspondence from the person you're visiting that acknowledges your travel. If none is available, please so state in the travel "Justification/Purpose"
- Published Federal Allowable Rates (FAR) for your destination
  - The federal per diem rates can be found at: http://www.defensetravel.dod.mil/site/perdiemCalc.cfm
    Note: If you cannot access this site for FAR information, search Federal Allowable Per Diem Rates to obtain Lodging and Meals and Incidentals (M&IE) rates
- Hotel confirmation indicating dates and amount, including tax rate or tax amount
  - Hotel rates > FAR require at least 1 additional quote from comparably rated hotels in the same vicinity
  - No comparison required if lodging at conference hotel, i.e., hotel at which conference is being held, NOT hotel recommended by conference organizers
- Substantiation of registration fee amount
- Any other available documentation pertaining to expenditures which you may claim
- M&IE and lodging paid will be based on the FAR for the business destination ONLY
- Advances other than Meals & Incidental Expenses (M&IE) will be given for substantiated expenses only. PROOF OF PREPAYMENT FOR AIRFARE AND REGISTRATION IS REQUIRED.

TRAVEL COMPLETIONS MUST INCLUDE THE FOLLOWING DOCUMENTS:

- Travel Completion: **Completed** and signed by traveler and supervisor, if applicable
  - Justification for any deviation from travel request itinerary must be provided
- Airfare receipts
  - If purchasing on-line, print your receipt
  - If you are checking through at a kiosk, print the receipt at the kiosk
    - Your receipt should indicate your name as the payor and one or more of the following: (1) your credit card number (may be partial); (2) method of payment; or (3) $0.00 balance due
- Boarding passes if passenger receipt is not available
- Hotel receipts
- Ground transportation receipts
- Registration receipts
- Receipts for any other allowable expenses being claimed