

# TRAVEL CHECKLIST

**Name of Traveler:**

**PeopleSoft Emp ID:**

**General Information**

Description:

Business Purpose:

Default Location/Destination:

Travel Date From:

Benefit:

Disposition of Duties:

Travel Date To:

**PeopleSoft Accounting Information**

Cost Center:

Department (number):

Fund:

Function:

**Before Travel**

**Notes and Links**

Obtain Approval for Trip	Per departmental policy
Print allowable Meal and Lodging Information	<a href="#">Hotel Occupancy Tax</a> form (for in-state travel only) <a href="#">Meals and Lodging Rates</a> (for Texas city/county locations not found on the website, use \$55 and \$96 lodging rates)
If Washington DC (special approval required)	<a href="#">Email UT System or OSFR</a>
If International Travel (special approval required)	<a href="#">Approval forms</a> (45 days prior to travel) <a href="#">On Call</a> Register for Emergency Travel Assistance
Obtain a Travel Card, if applicable	Email <a href="mailto:travel_docs@uttyler.edu">travel_docs@uttyler.edu</a> for more information.
Process PeopleSoft Travel Authorization (TA) <ul style="list-style-type: none"> <li>• TA #</li> </ul>	If <a href="#">Washington DC</a> or <a href="#">Int'l Travel</a> , the special approval previously obtained should be attached to the TA.
Register for Event, if applicable	May use Procurement Card, Travel Card, or Non-PO Voucher for payment (Registration paid for out of pocket must be reimbursed after event occurs.)
Vehicle--TA# needed prior to making reservation <i>Use of Personal Vehicle vs. Mileage</i>	<a href="#">Transportation - Vehicle</a> <i>Most cost effective method must be chosen</i>
Lodging	Use the lodging per diem rate (all or some of the meal rate may be used to increase the lodging rate and decrease meal rate). For Conference lodging, if the rate is over the maximum allowed lodging rate the traveler must have budget authority approval prior to making the reservation.
Flight Reservations--to confirm flights an approved TA# and cost center# is required	<a href="#">Flight Reservation Information</a> Contracted travel agencies must be used (direct billed)

**After Travel**

Request reimbursement for out-of-pocket expenses Convert currency, if applicable	<a href="#">Currency Converter</a>
Process Expense Report (ER)–Travel Payment	Attach receipts to the electronic Expense Report.
Traveler must electronically certify the Expense Report.	This is an audit requirement on any reimbursement.
Process Non-PO Voucher–Travel Card Payment, if applicable	Attach date stamped statement and all the receipts to the electronic Voucher.