# Travel Checklist

This is the information needed to complete your travel voucher for reimbursement. This list is not exhaustive; there may be other items needed. Turn in original receipts you acquire on each trip. NOTE: Any amount you are claiming that is

$10 or over must be accompanied by a receipt.

Name: WKU 800/801#

# Travel Details

Travel Location:

Conference Attended:

# Check if you were a:

|  |  |  |  |
| --- | --- | --- | --- |
| Departure Date |  | Departure Time |  |
| Return Date |  | Return Time |  |

Presenter Panelist Chair

|  |
| --- |
| * Conference Registration |
| * Registration/Banquet Fees Receipts |

Other:

# Travel/Transportation

* Mileage if you drove to the conference (Roundtrip): miles
* Airfare receipts/itinerary
* Checked baggage receipts
* Public transportation receipts (Taxis, bus, train, shuttle, etc.)
* Parking toll receipts
* Rental car receipts and fuel receipts

# Food/Lodging

\*For conference travel, include a copy of the conference program/schedule

|  |
| --- |
| * Hotel receipts/Folio * Per Diem (Check the meals you wish to claim. If more than 7 days, provide additional documentation). Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7 |
| **Breakfast** |
| **Lunch** |
| **Dinner** |

# Notes/Comments:

**\*For extended trips or trips that include conference and research or back-to-back conference, please include a daily itinerary.**