

MSU Denver Travel Checklist

If you want to be reimbursed

– *You must provide these documents for University related business expenses* –

Before you travel (at least ten days prior to departure)

- ✓ Submit Travel Authorization (TA) form with pre-travel sections completed and approval signatures
 - ✓ Vice President signature is required on International PreTA forms
 - ✓ Include the flight itinerary, conference program, and hotel reservations
 - ✓ If students are traveling with you, you must provide their names and 900 numbers

While you travel

Transportation to Location

- ✓ Airline receipt and itinerary (used to set travel per diem amount)
 - ✓ Airline baggage and/or seat fees
 - ✓ Airport parking receipt
- ✓ Mileage (if driving to location) – must provide a printed map showing the route taken and mileage.

Location Transportation (check all that apply)

- ✓ Rental car receipt
 - ✓ Gas receipt for rental car
 - ✓ Parking at Hotel
 - ✓ Parking at meeting location
 - ✓ Parking other (specify types)
- ✓ Taxi, Uber, Lyft, Train, Rail passes, and other transportation

Lodging

- ✓ Itemized Hotel folio with a \$0 balance due

Conference/Meeting/Official Function

- ✓ Conference Registration receipt
- ✓ Conference Brochure showing the schedule and meals provided
- ✓ Gifts for the traveler's host (typically for international travel)
- ✓ Supplies (note purpose)

After You Travel

- ✓ Use a copy of the original TA form (pre-travel) and complete the post-travel sections
 - ✓ Include Approval signatures for post travel
- ✓ Provide the receipts and documents listed in the "While You Travel" section. Receipts are required for all purchases made with the C-card and/or by the traveler with personal funds.
 - ✓ If a personal credit card is used and the last 4 digits of your card number do not show on the receipt, please provide a copy of your statement. The statement copy should show the expense, the bank name, the traveler's name and last 4 digits (only) of the credit card number. PLEASE black out the rest of the information.

Per Diem Rates are calculated based on the rates found at the MSU Denver website <http://www.msudenver.edu/controller/resources/travel/>. The TA form auto calculates the per diem for travel, based on the table at the website. If the primary destination is not listed the "Standard CONUS Rate" is used.

Currency Exchange Rates for foreign currency are obtained from OANDA: <https://www.oanda.com/currency/converter/>

Refer to the Travel Guide at

**<http://www.msudenver.edu/controller/resources/travel/> for more information
or contact the Travel Administrator at 303.556.3030**