Travel Authorization Checklist

Gather travel information from the traveler:

- ☐ Confirm the traveler has a TEM Profile created
- ☐ Trip Begin Date
- ☐ Trip End Date

  Destination:
  - ☐ In-State
  - ☐ Out of State
  - ☐ International
- ☐ Primary Destination
  - If the trip is a combination of in- and out-of-state, enter out-of-state.
  - If the trip is a combination of out-of-state and international, enter international.
- ☐ Dates at each destination if multiple destinations made during the trip
- ☐ Business purpose/justification/description
- ☐ Lodging information
  - Required if international travel – Type, hotel name(s) and address(es)

  Airfare:
  - ☐ Ghost card – non-reimbursable expense
  - ☐ Self-purchased include justification – reimbursable expense
- ☐ Any additional estimate expenses related to the trip – registration, shuttle, mileage, taxi, baggage fees, car rental, ect.
- ☐ Confirm Account Number(s)
- ☐ Confirm Sub-account and/or Project if applicable

Enter travel information into Travel Authorization:

- ☐ Enter *only* Primary Destination and Trip End Date onto the Business Purpose in Trip information Section.
  - This information will be printed on check stub; and included as subject line on email communications.
- ☐ Enter Business purpose/justification/description onto the Explanation or Notes and Attachments section.
- ☐ Add additional Notes and Attachments if applicable
- ☐ Ad-hoc Department Higher Authority
- ☐ Ad-hoc Department International Approver if International travel
- ☐ Click Add on the Accounting Lines; or
- ☐ Click Update to correct Account Number(s); then click Add.

FYI:

- ☐ Save TA Document number, as it is needed to create TR
- ☐ Various support and communications