



Travel Checklist

PRE-TRIP

- ☐ Determine if Travel is Budgeted
 - If NOT in Current Budget, Resolve All Funding Issues
- ☐ Compile an Estimate of Travel Costs
 - Registration, Hotel, Airfare, Auto, Parking, Taxi, Other
 - Find applicable Per Diem Rate for Meals for City of Travel
 - <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - The Per Diem Rate changes every year and varies by location
 - List ALL travel costs, even if reimbursable by outside party
- ☐ Complete Purchase Order and Gain Necessary Approvals
 - Purchase Order should cover ALL costs
 - Employee is the Vendor
 - All Approvals Are Electronic (Tyler New World)
 - Overnight Travel = Finance Director and City Manager's Office Approval
 - Non-Overnight Travel = Department Director Approval
 - Allow Time for All Approvals – Take advantage of Early-Bird Offers
 - Attach or use notes section for documentation
 - Conference Brochure, Travel Estimates
- ☐ Complete Pre-Travel Bookings
 - Flight Arrangements, Hotel Reservation, Conference Registration

DURING TRIP

- ☐ Retain ALL RECEIPTS related to hotels, airlines, and any other reimbursable expense
- ☐ Meals-
 - Overnight Travel- do NOT use P-Card for meals- will be paid on a PER DIEM basis
 - Non-Overnight Travel- use P-Card for meals

POST-TRIP

- ☐ Complete Post-Travel Expense Report
 - Record ALL costs
 - Prepaid by Invoice- documentation provided at the time of original AP entry- no additional documentation needed at this time.
 - Paid by P Card- hold receipts and submit in accordance with your department's regular P Card Allocation process.
 - Paid by Employee- provide receipts to department admin along with Post-Travel Expense Report.
- ☐ Admin enters Employee Reimbursement Request into Financial System using original Purchase Order.