

Travel Checklist

Once the need for a trip to occur has been established the following steps are needed:

- ☐ Communicate with your supervisor and/or PI of the project regarding parameters of the trip (i.e. funding limits, personal time, etc.)
- ☐ Research details of the trip such as lodging accommodations, flights, etc.
 - If you will be staying at a hotel that is *not* a designated conference hotel, take a screenshot of lodging options near the event. This will become the backup for a justification for exception to policy as needed. (see example on page 3)
- ☐ Fill out [COE Travel form](#) and submit to supervisor for review
 - MOI-[Meals and Lodging Costs](#) -
- ☐ Once the signed COE Travel form is returned to you, submit a travel request via the [Employee Service Center](#) with the form attached as well as any other pertinent documentation such as [itinerary](#) and public purpose (feel free to [modify examples](#))
- ☐ Communicate with Lillie if you will be needing assistance making travel purchases
 - Meetings can be scheduled to make travel purchases together **or** detailed information can be submitted to Lillie so she can complete those purchases on your behalf
 - Traveler *can* book a rental through [Fleet Services](#) on their own for fleet vehicles as well as rentals outside of Flagstaff
 - Traveler *can* reserve a hotel on their own **if** the hotel does not require a deposit or payment in full upon booking. Final payment will be switched to the pcard with a credit card authorization form
 - **Even if lodging is being booked on Lillie's pcard, a credit card authorization will be needed. Traveler is responsible for requesting the authorization form**
 - Traveler *can* book flights if they are taking personal time in conjunction with business travel; all other flights should be purchased via university pcard not personal credit card
- ☐ Update your travel request ticket as purchases are made or plans change
- ☐ Upon your return, update travel [itinerary](#) and attached receipts to your travel ticket within 5 business days
- ☐ Review and sign the Expense Report sent to you by the RPS Team member

Items of Note:

An [Annual Travel Certification](#) must be completed each fiscal year. This form should be completed prior to traveling for that fiscal year.

Prior to submitting a vehicle request through Fleet Services, traveler must be an [Authorized Driver](#). Authorized Driver Certification must be renewed every 4 years.

For travel outside of policy guidelines, a [Justification for Exception to Policy](#) (J4E2P) will be needed. Depending on the reason for the exception, the traveler or Lillie will submit the request. This process has been updated as of June 1, 2023. Instead of completing a Justification for Exception to Policy form, a [Policy and Compliance Review](#) ticket is needed. This ticket option can be accessed via the Employee Service Center under the Compliance and Controls area. Compliance is stressing this is an ask permission not forgiveness situation so tickets need to be submitted *prior* to the event occurring.

Blanket J4E2P requests are needed for purchases of water and/or cleaning supplies. These blanket exceptions are submitted each fiscal year by Lillie.

Non-travel purchases are often made while on travel status. Reimbursement for these purchases can be submitted for reimbursement via the existing travel ticket or submitted separately via a [Non-Travel Reimbursement](#) request. Some examples of those types of purchases include:

*Business meals - any food purchased for consumption that is separate from travel MI&E requires additional documentation for reimbursement. A [Food Authorization form](#) as well as participant/attendee list is needed. Candy and snacks also require a Food Authorization form. *Please note - any water purchased for consumption will also need a copy of the approved Blanket J4E2P form for that fiscal year.*

*General supplies such as copies, bins, pens, ect

*Cleaning supplies such as disinfecting wipes or sprays, masks, gloves, ect. *Please note - a copy of the approved Blanket J4E2P for these items also needed for reimbursement.*

Personal travel *can* be combined with business travel with prior approval. Traveler will be reimbursed only for business related expenses and must provide documentation to substantiate their reimbursement. Such documentation can include: quotes for flights, documentation for increased lodging expenses due to additional occupancy, as well as substantiation of expenses for a business purpose. Any travel expenses that are incurred primarily due to personal reasons or bringing additional person(s) on the trip will not be reimbursed. See Policy [TRV 560-02](#) for additional information.

Foreign travel has special considerations. Please note - according to the State of Arizona Accounting Manual (SAAM) any areas not part of the contiguous US are considered foreign travel; that includes Hawaii, Alaska, and US Territories. Foreign travel account codes may need to be activated on the funding source prior to expenses being incurred. If a grant is funding the trip, make sure there aren't restrictions to foreign travel by the funder. See [Policy TRV550](#) for additional information.

Example screenshot of lodging options near an event

