

Please submit the following:

1. Certificate of travel completed
2. Itinerary of travel
3. Travel report (1 **copy**)
4. Certificate of appearance or attendance
5. Receipt
6. Boarding pass
7. Complete paper (for RDG funded)
8. Scanned file or photocopied passport with picture and stamped as proof entry
9. Summary of expenses
10. Approved funding
11. Copy of Travel Order/Authority to Travel