

TRAVEL CHECKLIST

For Out-of-State Domestic Travel

- PLEASE** familiarize yourself with the [Travel Policy](#). If you have any questions, please ask your supervisor, Administrative Coordinator, or College Budget Specialist, before incurring any personal expenses.
- If travel involves driving a personal or rental vehicle, or if a passenger van will be used to transport a group, please read the [Motor Vehicle Use Regulation](#).
- If travel includes students, please read the [Policy on Faculty-Staff Academic Travel with Students](#).
- Approval – [Request for Out-of-State Travel form](#)
 - Faculty travel is approved by Department Chair and College Dean
 - Department Chair travel is approved by the College Dean
 - College Dean travel is approved by the Provost
- Notify direct supervisor of all travel plans and provide complete travel itinerary, conference registration information, complete all required pre-travel forms (including out of state travel request), and provide all relevant information, including emergency contact information prior to departure.
- Receipts – Common receipts/documents required by Accounting for reimbursement
 - Conference Registration Fee receipt
 - Conference Schedule/Program
 - Lodging folio, with zero balance
 - *Airfare, including an itemized list of taxes and fees*
 - Ground transportation (taxi, rideshare, shuttle)
 - Rental car
 - Parking receipts
 - Toll receipts
- JAGGAER Travel Expense Reimbursement/Voucher Entry
 - All travel reimbursements are done in JAGGAER, EKU's Purchasing system. [Here are some Basic Instructions on how to complete a Travel Expense Reimbursement in JAGGAER](#).
 - Travel expense vouchers should be submitted as soon as possible upon return, but no later than 60 days. Waiting longer than 60 days to turn in your voucher could result in your reimbursement being treated as taxable income and reported on your annual W-2.
 - A travel expense voucher should be submitted for all university-related business travel, even if it was fully prepaid and no reimbursement is owed to, or sought by, the traveler. THINK OF IT AS AN EXPENSE REPORT, RATHER THAN A REIMBURSEMENT REQUEST.