

Employee Travel Packet CheckList

- 1. Employee Travel Rationale & Funds Request Form - Completed & Signed**
- 2. P2 Form - Completed and Signed by Supervisor, Director and Dean with account number**
- 3. Conference / Meeting Back up information**
 - a) including dates and location**
 - b) registration fees**
 - c) hotel/room rates**
 - d) detailed information regarding how items will be paid**
- 4. Transportation Information**
 - a) Airfare information**
 - b) ATR form with account number**
 - c) Car Rental**
 - d) Other**
- 5. Registration Form - Completed**
- 6. Hotel Reservation - Confirmation**

All of these documents (1, 3, 4, 5, 6) should be attached to the P-2 when submitting for signatures.

Upon return from trip, P-2 form must be reconciled, signed by employee and disbursement request made in system within 5 working days.