



BUSINESS TRIP CHECKLIST

1. NECESSARY FORMS/INFORMATION FOR APPROVAL FOR EACH TRIP

- Request to Travel** form (Please provide typed copy. The Department ID/Fund/Project will be entered by approving party). Be sure to include departure and arrival time to include travel to and from the airport or Enterprise Rental location. Request must be signed by your Department Head, then sent to Jon DeStefano, jdestefano@fsu.edu.
- Travel – Less Than Entitled To** form emailed with **Request to Travel** (required by Undergraduate Studies).
- Conference link including registration and hotel information (please note that a daily rate over \$150 requires justification). Please include personal preferences including items such as King vs. 2 Doubles...
- Requested flight including personal information needed to book flight (proper name, date of birth, frequent flyer #) as well as seating preferences.
- If travel includes personal travel, provide dates of personal travel. A comparison of airfare rates with and without personal travel selections must be attached.
- Car rentals should be a compact car through Enterprise. Please provide rate and dates. If own car is being used, mileage map must be provided.

2. UPON RETURN – WITHIN TWO BUSINESS DAYS

- Provide hotel receipts. Please make sure this is the room receipt and not a receipt for your incidentals.
- Provide ground transportation receipts (taxi/Uber/Lyft/Subway or terminal transit).
- Provide airport parking and baggage fee receipts.
- Provide conference schedule with provided meals noted.
- NOTE: receipts for meals are not necessary, nor are gas receipts when claiming mileage.

3. BENEFIT TO THE UNIVERSITY - EXAMPLES

Benefit to University

Enhance university employee efficiency

Enhance donor relations

Enhance recognition of University

Enhance university employee efficiency and effectiveness

Enrich classroom experience

Ensure students success on campus and beyond

Ensure university compliance

Fulfill contract and grants requirement

Increase enrollment to the University

Maintain preeminent status

Non-Travel Only

Optimize organizational performance

Other Benefits