



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 Avis Rental location. Be specific when providing "Purpose" to include Conference name or type of meeting. 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 \$175 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. **ALL FLIGHTS MUST BE BOOKED IN CONCUR.**
- 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 Avis. Please provide rate and dates. Do not purchase optional fuel service or insurance. 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.

New Benefit to University Options when filling out your Request forms

Benefit to University

- 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