

Travel Request Checklist

Trip# _____

| N/A | YES | NOTE: This Checklist serves as the Cover Page to your packet. The packet must be submitted as one PDF with documents in the same order of the checklist. <u>Title PDF Example: Last Name and Trip# (Smith#1234567)</u> |
|----------------|-----|---|
| | | Documented Pre-Approval by: Supervisor and Director |
| | | Documented Pre-Approval by: County Executive for Out of County Travel |
| | | Completed Travel Advance to Employee, Deduction Agreement Form <i>(Must include proof of payment to vendors)</i> |
| | | Completed Registration Form (Confirmation if available) must have W-9 if New Vendor Membership Dues \$_____ Vendor# _____ \$_____ (Circle One) A-Traveler will Prepay B-Travis County will Prepay C-Third party will pay D-No Fee |
| ____/____/____ | | Date Registration submitted by Traveler: (Email, Fax, Online) |
| | | Event information: Brochure, Agenda <i>(Must provide document with dates of event including start and end time)</i> |
| | | Airfare – Four Seasons: Quote & Invoice Invoice # _____ <i>(Traveler must check for correct Dates and Times)</i> (Circle One) Traveler will Prepay Travis County will Prepay \$ _____ |
| | | Hotel Confirmation (Must Include Taxes) Vendor# _____ Must have W-9 if New Vendor (Circle One) Pick-up Check Mail Check Traveler will Prepay \$ _____ |
| | | Printed Directions for Mileage Estimate \$ _____ <i>(Departure/Return: Mon-Fri use Worksite Address, Sat-Sun use Home Address)</i> |
| | | Estimate for Gas: \$ _____ <i>(Only if traveling in Travis County vehicle or Rental Car)</i> |
| | | Estimate for Meals: \$ _____ |
| | | Estimate for Baggage: \$ _____ |
| | | Estimate for Parking (Ex: Airport, Hotel, Event Site): <i>Valet requires approval</i> \$ _____ |
| | | Estimate for Shuttle/Taxi (Roundtrip if Applicable): \$ _____ |
| | | Estimate for Rental Car (REQUIRES PRE-APPROVAL) by: Supervisor, Director, County Executive \$ _____ |
| | | Other: \$ _____ |

When entering into SAP: “Transportation” includes: Mileage, Shuttle/Taxi, Rental Car and Gas. “Other” includes: Parking, Baggage, Fax, and Wi-Fi

Advance Total \$ _____ + Estimated Reimbursement \$ _____ = Total Estimated Cost \$ _____

Budget Rule: Employees are responsible for any costs associated with failing to cancel travel arrangements in a timely manner. *Exceptions are granted on an individual basis for reasons such as illness or emergency (Requests are submitted by the Division Director and approved at the discretion of the County Executive or Designee)*