



Title III After Travel Checklist

Travelers Name: _____ Project No. / Activity No. _____

ATTENTION: This checklist serves as a guide to submit a detailed expense report packet. Please provide all supporting documents in the order below along with receipts, invoices, etc.

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| | 1. Copy of Approved Travel Requisition |
| | 2. Copy of Travel Purchase Orders |
| | 3. Personal Vehicle (mileage only) |
| | 4. Airfare Receipt/Boarding Pass |
| | 5. Car Rental Receipt |
| | 6. Lodging Receipt |
| | 7. Registration Receipt |
| | 8. Business Services Receipt |
| | 9. Airport Parking Receipt |
| | 10. Miscellaneous (Baggage Receipts, Taxi, Shuttle, etc.) |
| | 11. Meals and Incidentals (gsa.gov per diem breakdown) |
| | 12. Email Correspondence (only submit if justification is needed) |

**Please attach your checklist to your expense report packet.*

Traveler Signature: _____ Date: _____

Project Director / Supervisor Signature: _____ Date: _____