



Title III Before Travel Checklist

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

ATTENTION: This checklist serves as a guide to submit a detailed Travel Requisition/Authorization packet. Please provide all supporting documents in the order below along with reservations, confirmations, invoices, etc.

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| | 1. Completed Travel Justification Form |
| | 2. Conference Agenda / Detailed Description |
| | 3. Registration Confirmation |
| | 4. Airfare / Flight Reservation |
| | 5. Airport Parking Reservation |
| | 6. Vehicle Mileage (mapquest.com) |
| | 7. Hotel Reservation |
| | 8. Hotel Parking (Title III advance approval ONLY) |
| | 9. Meals and Incidentals (gsa.gov per diem breakdown rates) |
| | 10. Rental Car Reservation & Justification (Title III advance approval ONLY) |
| | 11. Miscellaneous (Baggage, Conference Travel Logistics, Shuttle, Business Expenses etc.) |
| | 12. Email Correspondence (only submit if justification is needed) |

**Please attach your checklist to your travel requisition / authorization packet.*

Traveler Signature: _____ Date: _____

Project Director / Supervisor Signature: _____ Date: _____