TRAVEL AUTHORITY CHECKLIST

AGENDA OR SCHEDULE
- Always attach evidence of event and business justification.

If you have amounts in any of the following boxes which are also highlighted above, the following is the required documentation:

AIRFARE:
- Air Ticket Quote
  - From Summit or Four Seasons Travel Agents + $100.00 For Market Flux

VEHICLE RENTAL:
- Rental Calculations
  - Based On Contract Rates with Hertz/Enterprise

MILEAGE:
- Car Cost Comparison
- Mileage Estimate
  - $0.235/Mile over 50 Mile Radius
  - $0.56/Mile under 50 Mile Radius

LODGING:
- Lodging Confirmation

MEALS:
- Meal Estimate
  - Based on GSA (Out of State) or GA State Per Diem Rate

REGISTRATION:
- Registration Confirmation

OTHER:
- Documentation to Support “Other” Estimations:
  - Gas for Rental, Taxi/Bus, Airport Parking, Baggage charges, etc...

CASH ADVANCE BOX:
When a travel advance is deemed necessary for an employee who has received prior authority to travel on behalf of the University, advances are limited to estimated expenses for subsistence only. Advances are not provided for expenses (such as registration fees) that can be paid through a requisition, P-Card, or corporate card. Travel advances cannot be made for items that are prepaid or billed directly to the University.