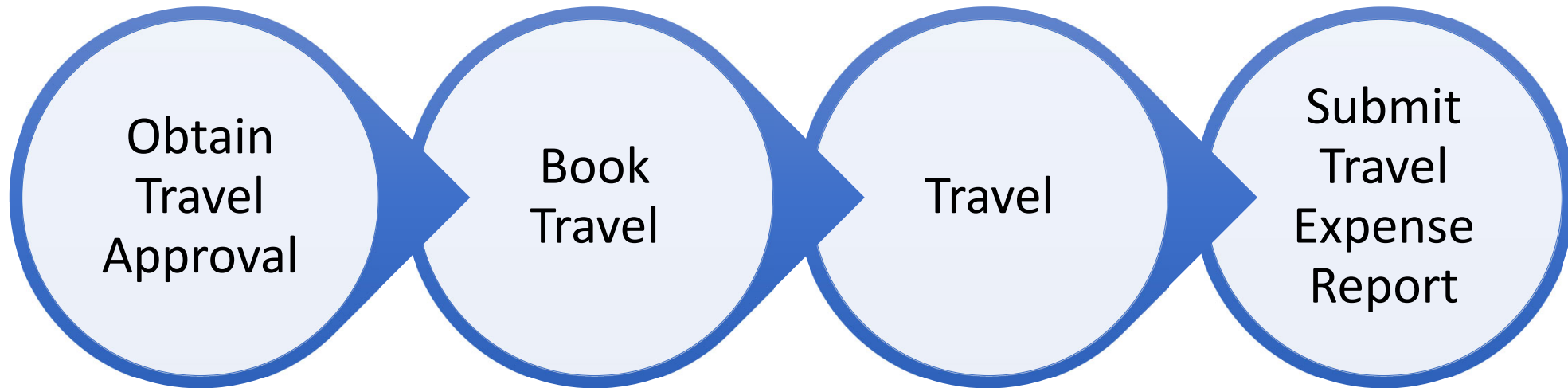


# Travel Process



- Follow Unit's approval procedures.
- Review per diem rates for travel location(s).

- Ask for the government GSA rate when booking lodging.
- Encourages Charging Lodging, Airfare & Conference Fees on University Credit Card.
- Save conference agenda including schedule and lodging rate. **MUST** have in order to receive lodging conference rate.

- Retain itemized receipts for all expenditures EXCEPT for meals.
- Do not submit receipts for personal items, i.e. uber charges for entertainment or meals.

- Within 60-days of return.
- Include itemized receipts.
- Include conference agenda.
- Include traveler's signature.
- Include authorized signature(s) for FOAPAL used.