



Travel Request Checklist

Please provide the following documents:

1. Itinerary: Conference agenda/program with dates and location
2. Registration form with amounts
3. Hotel information with estimated total expense including all taxes, surcharges, etc.
 - a. If using state or federal funds, must comply with GSA rates.
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
4. Flight Information (if required)
5. Car rental Information (if required)