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| **Travel Arranger Document Checklist** | | | |
| **Pages Needed:** | **Order  within batch:** | **Comments/Issues:** | **(√)** |
| **Page 1 of *Travel Order and Claim*:**  **Including- Section 32 with signature** | **Page 1** |  |  |
| **Page 4 of *Travel Order and Claim:***  **Including- Section 34 with signature** | **Page 2** |  |  |
| **Pages 2,3 (and any others) of *Travel Order and Claim:***  **Details of Itinerary and Transportation/Car rentals/Lodging/Meals, Etc.** | **Page 3, 4** |  |  |
| **Copies of Receipts (Hotel, Car Rentals, Taxi, Food, Etc.)** | **Page 6+** |  |  |
| **Copies of Boarding Passes** | **Page 7+** |  |  |
| **E-Ticket/Itinerary** | **Page 8+** |  |  |
| **Travel Approvals** | **Page 9+** |  |  |