

Checklist for Travel

Required Documents to be submitted with Request:

- Completed Request for Travel Form
- Completed Per Diem-Expense Worksheet
- Per Diem print out from GSA website
- Training/Conference Announcement Flyer
- Memorandum for Out-of-State Travel (if applicable)
- Copy of CA Driver's License, Proof of Insurance, City Driving Permit (if driving personal vehicle)
- Supporting documentation for estimated costs for Registration, Airfare, Lodging, Ground transportation, Parking, and other.

Required Documents to be submitted with Reimbursement Form:

- Completed Reimbursement Form
- Copy of Travel Approved Request Form
- Completed Per Diem-Expense Worksheet
- Per Diem print out from GSA website
- Copy of completed Mileage Form (if driving personal vehicle)
- Supporting documentation; Original receipts for Registration, Airfare, Lodging, Ground transportation, Parking, and other. (A copy is acceptable if original receipt was submitted with PCard statement;) If receipt is lost, must submit missing receipt form