USM Travel Authorization Checklist

Employee: ______________________________ **Department:** _________________________________

Dates of Travel: _______________ **Destination:**_________________________________

The following can be used as an interdepartmental guideline to complete your PTT and Travel Voucher. This is NOT to be used as a substitute for either the PTT or Travel Voucher.

1. **Pre-Travel:**
   Permission To Travel (PTT) completed in its entirety
   PTT approved by *correct* Budget Authorities (and USM President for international travel)
   Conference/Event/Seminar literature submitted with PTT (if applicable)
   Include hotel block room rates with PTT (if applicable)

2. **Meals:**
   Per Diem only allowed with overnight travel
   Tips do not exceed 20% of the total
   Meals provided by the conference are not to be claimed
   Daily Meal rate breakdown:
   Breakfast - 20%
   Lunch - 30%
   Dinner- 50%

3. **Lodging:**
   Provide itemized hotel receipt which shows zero balance due.
   The traveler charged the conference block rate, the GSA lodging rate, or less.
   Shared hotel rooms are clearly noted in comments section of the PTT
   Hotel dates and locations coincide with PTT

   For **In-State travel, please use the government room rates found at http://www.gsa.gov/portal/content/104877 and provide 2 quotes if the rate is higher than the government rate (per state agency regulations).

4. **Transportation:**
   Two (2) *separate* cost comparisons included with the ticket purchase
   Comparison dates obtained the date tickets are purchased
   Economy flights being purchased (waiver required, if not)
   Drive vs. Fly is submitted when traveling via personal vehicle outside of neighboring states

5. **Reimbursement of Pre-paid Expenses:**
   A travel voucher may be submitted for any expenses paid in advance of travel (airfare, lodging, vehicle rental, etc.). Receipts or other proof of payment are required.

   ~Traveler is responsible for reimbursing USM for all refundable expenses received if trip is cancelled.

6. **Return from Travel:**
   Travel voucher approved by Budget Authorities
   All original receipts included for reimbursement
   Submit to Travel via PDF (preferred) or interdepartmental mail

   Allow up to 3 full weeks for reimbursements after a fully approved voucher is received by Travel.