Travel Authorization Checklist

Gather travel information from the traveler:

Confirm the traveler has a TEM Profile created

Trip Begin Date

Trip End Date

Destination:

In-State

Out of State

International

Primary Destination

- If the trip is a combination of in- and out-of-state, enter out-of-state.
- If the trip is a combination of out-of-state and international, enter international.

Dates at each destination if multiple destinations made during the trip

Business purpose/justification/description

Lodging information

- Required if international travel - Type, hotel name(s) and address(es)

Airfare:

Ghost card - non-reimbursable expense

Self-purchased include justification - reimbursable expense

Any additional estimate expenses related to the trip - registration, shuttle, mileage, taxi, baggage fees, car rental, ect.

Confirm Account Number(s)

Confirm Sub-account and/or Project if applicable

Enter travel information into Travel Authorization:

Enter *only* Primary Destination and Trip End Date onto the Business Purpose in Trip information Section.

- This information will be printed on check stub; and included as subject line on email communications.

Enter Business purpose/justification/description onto the Explanation or Notes and Attachments section.

Add additional Notes and Attachments if applicable

Group ad-hoc Department Higher Authority

Click Add on the Accounting Lines; or

Click Update to correct Account Number(s); then click Add.

FYI:

Save TA Document number, as it is needed to create TR

Various support and communications