

## Travel Check List

1. Complete Training & Conference Request - Pre-Travel Expense Estimate
  - Complete form in plenty of time for approval and early bird registrations/hotel deadlines
  - Common errors on the form:
    - Training details not attached to form
      - i.e. training brochure, schedule, are meals included or not?
    - Before you start filling out the new travel request, make sure you have cleared everything from the form from your previous request
    - Box not checked or incorrect box is checked if a check is needed for registration and hotel or if it needs to be reserved via City credit card
    - Incorrect Per Diem Rates – rates are located at [www.gsa.gov](http://www.gsa.gov) – under travel and per diem by location. The rates change every year & Iowa (depending on the location) has 3 different rates.
    - Indicate on the form in the Comments section if you are taking a City vehicle and need a gas card
2. During training make sure to obtain **ALL RECEIPTS** from the hotel when you check out and gas receipts when you fill up. If the hotel does not or will not give you a receipt ask them to email it to the address they have on file for the reservation
3. Complete Post-Travel expense report
  - Record all costs associated with the travel even if they were paid by City credit card
  - Attach **ALL RECEIPTS** for hotel and gas
  - Attach original signed Pre-travel request that Jeffrah sends back after the request has been approved
  - All per diem meals will be paid after travel is complete
  - Make sure the Supervisor and person traveling signs off on the Post- Travel expense report and return to Annette