
I'm going to be traveling.

What will I need?



The following should be included with the Travel Expense Reimbursement Form when returning from a trip:

- **Mileage Map, showing distance of travel.**
- **Detailed Invoice for Hotel/Lodging, including check in/check out dates and hotel address.**
- **Agenda, Training Documents, Invitation to event; this will show date, location, and reason for event.**
- **Memo if something changed from original travel request. What happened?**

Don't Forget Your Receipts!



- **Registration Fees if paid out of pocket, including proof of payment**
 - **Hotel Fees if paid out of pocket, including proof of payment**
 - **Parking if paid out of pocket, including proof of payment**
 - **Other out of pocket business expenses not listed above, including proof of payment.**
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