

Library Business Office: Travel Checklist

For All Travel:

- Request approval for travel from Unit Head and/or the Dean.
- If requesting funds, fill out the [Professional Development & Travel Funding Form](#).
 - Attach approval from Unit Head and/or the Dean.
 - Attach approved International Petition if traveling to high-risk areas, see the International Travel section below.
- Who will make the arrangements/purchases – you or the Business Office?
 - If you purchase everything and seek reimbursement:
 - You will need to seek reimbursement for airfare, hotel, registration, per diem, taxi/Uber/Lyft, car rental, mileage, etc.
 - If the Business Office purchases flight, hotel, or registration:
 - You will need to share information with the assigned Business Office staff for them to complete the purchases/reservations.
 - Note, the Business Office will only be able to purchase things for you within the available funds approved for your travel.
 - Reminder – You will still need to seek reimbursement for things like per diem, taxi/Uber/Lyft, car rental, mileage, etc.
- Collect documents for everything!**
 - Receipts should show date and total paid. Hotel receipts need to be itemized.
 - See [Preparing for Reimbursement](#) for more details.

Specifically, for International Travel:

- Required Actions by the Traveler:**
 - Enroll in [international insurance](#) by registering for the [Smart Traveler Enrollment Program](#). It is free, and a new requirement for international travel.
 - Proof of travel insurance is now required** for any international travel reimbursement request.
- Review the [“International Safety and Security”](#) webpage to confirm if your destination needs to have additional [approval](#) for those ‘high-risk destinations’.
- Consult the [Policy on Health and Safety in Study Abroad](#) for more information.
- Verify passport/travel documents are valid for the time-period of travel.