**Travel Completion Guidelines**

1. Lodging and M&IE Worksheet
2. FAR (Federal Allowable Rates)
3. Were there any changes to original itinerary? Yes / No
   1. Justification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Include Dates, Destinations, & Purpose)

1. Lodging (Itemized Hotel Statement/Folio & Receipts)
2. Personal Vehicle Mileage Voucher Form (If claiming, include insurance company name, policy#, expiration date, and signed by Traveler)
3. Car Rental Agreement (Include Receipt)
   1. Car Type: Economy/Compact
   2. Insurance Coverage: CDW/LDW (Applicable to out-of-state travel only)
   3. Deduct: Frequent Flyer Traveler Points and other incidentals
4. Other Transportation Expenses (Include Receipts)
   1. Taxi (Indicate pick up/drop location and dates)
   2. Train/Boat/Ferry/Bus/Parking
5. Other Expenses (Include Receipts)
   1. Conference/Registration Fee
   2. First Baggage Fee (2nd Baggage, Excess & Overweight Baggage need Justification)
   3. Air Ticket Change Fee (Justification Required)
   4. Gas/Fuel
   5. Miscellaneous (Justification Required)
6. Comments:
   1. Indicate Personal Days (If Applicable)
   2. Indicate if traveler is claiming lower than the FAR (If Applicable)