

Name: _____

Phone #: _____

Email: _____

TRAVEL CHECKLIST

- _____ **Conference registration form**
- _____ **Paid registration receipt (if applicable)**
- _____ **Conference program agenda listing name & paper presented**
- _____ **GPSA funding notification with amount (if awarded)**
- _____ **Conference program listing name as chair of a committee (if applicable)**
- _____ **Budget request for travel funds**
- _____ **Hotel folio showing your name, last 4 #s of credit card, and a “0” balance (Explain if phone call charges are UNLV.) Personal calls are not reimbursed**
- _____ **Airline itinerary showing days of arrival/departure times (not from airline ticket)**
- _____ **Rental Car Agreement with 0 Bal and method of payment stated**
- _____ **Mileage records for personal vehicle usage**
- _____ **Shuttle, bus, train, taxi receipts showing method of payment**
- _____ **If a check is used for payment for reimbursed conference activities, please supply the name of the bank and copy of front & back.**

EXPLANATION FOR OMISSION OF DOCUMENTATION

List missing form(s) _____

Reason for missing form: _____
