

GUAM COMMUNITY COLLEGE
Travel Request/Authorization Checklist

Faculty Name		<input type="text"/>	Administrative Staff	<input type="text"/>
Yes	NO			
<input type="checkbox"/>	<input type="checkbox"/>	1. Properly filled out Travel Request/Authorization with authorized signatures?		
<input type="checkbox"/>	<input type="checkbox"/>	2. Printed per diem rates for cities traveling to, from the following website: http://www.gsa.gov/portal/category/104877		
<input type="checkbox"/>	<input type="checkbox"/>	3. Three price quotations from approved list of travel agents or airline? Note: Please indicate last date to purchase tickets.		
<input type="checkbox"/>	<input type="checkbox"/>	4. Memo or email requesting for advance per diem addressed to VP of Business and Finance, if applicable.		
<input type="checkbox"/>	<input type="checkbox"/>	5. Hotel cost breakdown including taxes?		
<input type="checkbox"/>	<input type="checkbox"/>	6. Registration/Conference fees with proper forms attached?		
<input type="checkbox"/>	<input type="checkbox"/>	7. Signed administrative leave form with authorized signatures?		
<input type="checkbox"/>	<input type="checkbox"/>	8. Is the travel required per existing contracts, law, or rule? If yes, attach documents.		
<input type="checkbox"/>	<input type="checkbox"/>	9. Is the airfare lowest possible?		
<input type="checkbox"/>	<input type="checkbox"/>	10. Is there more than one (1) traveler attending the same conference, seminar, workshop, or meeting? If yes, attach Department's justification.		
<input type="checkbox"/>	<input type="checkbox"/>	11. If travel is for "meeting," is documentation from meeting official indicating times, dates, and purpose of meetings attached? Attach brochure of conference/training.		
<input type="checkbox"/>	<input type="checkbox"/>	12. Is Travel Authorization being submitted 14 work days prior to travel commencement date? If not, is explanation attached?		
<input type="checkbox"/>	<input type="checkbox"/>	13. Did Traveler receive per diem 2-3 days in advance? Does traveler have a personal copy of the approved final Travel Authorization form?		