

*Travel Checklist*

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Explanation of Event:*

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- \_\_\_\_\_ *Completed Travel Form (see attached)*  
*Specific Details of Destination should be included of all travel*
- \_\_\_\_\_ *Approved Trip Request Form to Attend Conference/Convention/Event*
- \_\_\_\_\_ *Email Confirmation of Board Approval*
- \_\_\_\_\_ *Event Information*
- \_\_\_\_\_ *Quote/Invoice from Hotel/Motel, with Supervisor's signature of Approval*
- \_\_\_\_\_ *Original Receipts (Gas, Parking, etc.)*
- \_\_\_\_\_ *Copy of Per Diem allowance for city visited (as per state travel guidelines) at:*  
*<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>*

