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 **Travel Pre-Trip Checklist**

1. Travel Requisition Form turned in to travel department and submitted 2 days in advance, remember if this is a conference, please include the following: hotel/airport parking, mileage to/from airport, checked baggage fees, taxi/shuttle/uber from airport.
2. Attach a copy of the conference itinerary/workshop agenda
3. If airfare is required and employee is paying for airfare upfront, a copy will need to be attached with agenda, total amount paid, and ticket number. ATU policy states that flights be booked a minimum of 14 days in advance. We prefer at least 30 days in advance unless there are extenuation circumstances. If ATU is booking your flight, registration, or hotel a separate TCard form will need to be completed unless pre-arranged with travel department. You will need to provide name exactly how it appears on driver’s license, a screenshot of the flight information, and emergency contact name and phone number in case of an emergency.
4. Please refer to the most recent Meal & Lodging Per Diem Chart to determine what you daily per diem is please choose destination of trip and remember that only 75% of the per diem is allowable on first and last day of travel. Chart is located at [www.atu.edu/travel](http://www.atu.edu/travel)

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