

Athletic Team Travel Tcard Log Submission Checklist

- Complete TR-1 per the instructions.
- Verify dates of travel are correct.
- Verify account codes are correct.
- Verify hotel receipts list charges per night and have a zero balance.
- Verify meal receipts are original and do not contain larger than a 15% tip unless included automatically.
- Verify any Uber or taxi service has no tip on receipt.
- Attach copy of statement.
- Attach signed purchase order(s).
- Attach original receipts.
- Attach signed completed Non-State forms with team roster.
- Attach any justification memos for team purchases such as laundry detergent for team jerseys.

Athletic Recruiting Travel Tcard Log Submission Checklist

- Complete TR-1 per the instructions.
- Verify dates of travel are correct.
- Verify account codes are correct.
- Verify hotel receipts list charges per night and have a zero balance.
- Verify meal receipts are original and do not contain larger than a 15%. Meals are only allowed for staff when recruiting and **not for conference travel**.
- Verify any Uber or taxi service has no tip on receipt.
- Attach a copy of statement.
- Attach signed purchase order(s).
- Attach original receipts.