

TRAVEL REQUEST CHECKLIST
(ASC and ASI employees ONLY)

Section 1 of the Form

- ☐ Traveler name, email address, and mailing address are completed
- ☐ Employment box has been completed
- ☐ Project number is current
- ☐ Object code has been provided
- ☐ Dates of departure and return are listed
- ☐ Destination is listed
- ☐ Purpose of travel is listed
- ☐ Estimated amount requested is listed
- ☐ Traveler has signed the form
- ☐ Authorizing signer has approved the travel
- ☐ Section 2 to be completed after trip when seeking reimbursement
- ☐ "Prepared by" section is completed for contact purposes