Approver’s Checklist

√ Check that the following criteria has been met:

□ The Trip Booking Information Page is complete based on University and unit requirements, especially noting:

□ Trip number is valid

□ A reason is provided if no hotel booking with this Reservation

□ The trip information is reasonable and accurate (traveler’s name is correct on itinerary)

□ There are sufficient funds available in the funding source(s) identified for this trip

□ The direct supervisor has approved that this trip may be taken by the traveler

□ The approvers name was included in the comments section

□ The approval was made prior to the booking deadline

□ If any exceptions to the policy were requested and approved, all required explanations and documentation are included

□ If this is international travel, appropriate additional approvals were obtained prior to approving this trip

□ If this trip is funded by a Sponsored Program, the Sponsored Program checklist was used and/or the Sponsored Program Office reviewed the trip to ensure allowability on the grant

□ If the trip is only partially funded by the University, the total allowable reimbursable amount was noted in the comments section by the approver

□ If the traveler booked an upgrade for airfare, hotel or car rental, the reimbursable amount(s) are clearly noted in the comments section by the approver

□ If the trip was denied or the approval deadline was missed, the traveler canceled the reservation to ensure no penalty fees for hotels