



Travel Documentation Checklist

This form lists of some of the documentation required by The Research Foundation and SUNY Oswego ORSP. It is intended to help ensure the traveler obtains and keeps all necessary paperwork for post-travel reimbursement.

Traveler's Name: _____

Purpose for Trip: _____

Dates/Times of Travel: _____

- The travel was appropriate to the project or The Research Foundation
- Sponsor approvals, if required, were obtained
- Complete** a Travel Payment Request Form (<http://www.oswego.edu/administration/ORSP/forms.html>)

TRANSPORTATION:

- Original** airline boarding passes, airfare receipts, baggage receipts
- All air travel on federal grants complies with the Fly America Act (<http://goo.gl/owQFvR>)
- Transportation was by common carrier and via the most direct route. If otherwise, the best interest of the project was served. *Justification and documentation must be submitted.*
- Original** itemized car rental receipt, *a justification is needed*
- Original** toll, gas, taxi, shuttle, and parking receipts

LODGING

- Original** itemized lodging bill; *justification is required for hotel over allowable per diem rate*
- Documentation of conference single room rate**
- Original** Internet & telephone charges; *a justification is needed*

CONFERENCE & MEETINGS

- Conference agenda and/or Program** attach a copy
- Original** receipt for conference/entrance fee and/or events

Original receipts are required for travel expenses for which you are requesting reimbursement, with the exception of meal per diems.

Questions? Contact ORSP at (315) 312-2888.

You may also refer to the Research Foundation Travel Handbook:

https://portal.rfsuny.org/portal/page/portal/policies/travel_handbook.pdf