

**Northern Arizona University – Department of Psychology**  
**Student Travel Checklist:**

- \_\_\_\_\_ Department Application/Worksheet\*
  - \_\_\_\_\_ Advisor Approval\*
  
- \_\_\_\_\_ Airline Receipt (Itinerary, Boarding Pass)
  - \_\_\_\_\_ 3 Quotes, at least 21 days in advance\*
  
- \_\_\_\_\_ Academic Institutional Excuse Form\*
  
- \_\_\_\_\_ Record of Absence\* (ROA)
  
- \_\_\_\_\_ Conference Booklet/Program
  - \_\_\_\_\_ Shows meals provided
  - \_\_\_\_\_ Hotel rate of conference hotel
  
- \_\_\_\_\_ Conference Registration Receipt\*
  
- \_\_\_\_\_ Hotel Receipt (Itemized, zero balance, check in/out dates & times)
  - \_\_\_\_\_ Extra expenses marked accordingly
  - \_\_\_\_\_ Business calls marked
  
- \_\_\_\_\_ Food Receipts (Itemized)
  - \_\_\_\_\_ Separate checks required if eating with a group
  
- \_\_\_\_\_ Shuttle/Taxi Receipts (Other Transportation)
  
- \_\_\_\_\_ Mileage Claim
  - Driver's License # \_\_\_\_\_
  - License Plate # \_\_\_\_\_
  - Odometer Readings:
    - Begin \_\_\_\_\_
    - End \_\_\_\_\_
  
- \_\_\_\_\_ J Form (2 pages)
  - \_\_\_\_\_ Multiple Representation (If >2 people attended same event)
  
- \_\_\_\_\_ Copies of other funding sources with amount awarded
  - \_\_\_\_\_ Dean's Office application
  - \_\_\_\_\_ Letter from Vice Provost's Office
  - \_\_\_\_\_ Other

\* = Documents to turn in BEFORE you travel (at least 3 weeks).