Faculty Travel Reimbursement Checklist:

_____ Travel Worksheet*

_____ Copies of other funding sources with amount awarded
    _____ Dean’s Office application
    _____ Letter from Provost’s Office
    _____ Other (Grants, Foundation, etc.)

_____ Airline Receipt (Itinerary, Boarding Pass)

_____ Record of Absence*

_____ Conference Booklet/Program
    _____ Shows meals provided
    _____ Hotel Rate of Conference Hotel

_____ Conference Registration Receipt*

_____ Hotel Receipts (Itemized, zero balance, check in/out dates & times)
    _____ Extra expenses marked accordingly
    _____ Business calls marked

_____ Shuttle/Taxi Receipts (Other Transportation)

_____ Mileage Claim
    Driver’s License # ________________________
    License Plate # ________________________
    Odometer Readings:
      Begin________________________
      End________________________

_____ Rental Car Receipts
    _____ Permission obtained*
    _____ Vehicle Rental Justification Form

_____ NAU Vehicle

_____ J Form (Signature required before you can receive reimbursement.)

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

~ NOTE: If travel is abroad, please calculate exchange rates. (Online sites: oanda, x-rates)