# Employee Travel Packet CheckList

1. **Employee Travel Rationale & Funds Request Form - Completed & Signed**

2. **P2 Form - Completed and Signed by Supervisor, Director and Dean with account number**

3. **Conference / Meeting Back up information**
   - a) including dates and location
   - b) registration fees
   - c) hotel/room rates
   - d) detailed information regarding how items will be paid

4. **Transportation Information**
   - a) Airfare information
   - b) ATR form with account number
   - c) Car Rental
   - d) Other

5. **Registration Form - Completed**

6. **Hotel Reservation - Confirmation**

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All of these documents (1, 3, 4, 5, 6) should be attached to the P-2 when submitting for signatures.

Upon return from trip, P-2 form must be reconciled, signed by employee and disbursement request made in system within 5 working days.