Title III Travel Checklist

1) Title III Travel Request Form

Include the purpose of the travel. Explain the relationship of the travel to achievement of the objectives. Identify the methodology for transfer of skills, knowledge or training to impact student retention, persistence and graduation.

2) Title III Travel Requisition

Submit a Title III Travel Requisition at least **20 working days** prior to travel.

Include the following attachments:

1. Copy of the Conference Brochure with Registration Fees
2. Copy of the Purchase Requisition for Registration
3. Copy of Conference Hotel Brochure with lodging rates
4. Copy of Confirmation of Reservations with confirmation number
5. Copy of Transportation Reservations with rate or fare
   - Airfare: attach flight itinerary
   - Automobile: attach driving directions for mileage. University policy is to use CONUS rates for mileage (http://gsa.gov). Use Map Quest as a reference for mileage (http://www.mapquest.com/).
6. Copy of GSA Government CONUS Rate for Meal Allowance and Per Diem Rates are according to the GSA Government Continental U. S. (CONUS) Rate. The meal allowance and per diem rate includes meals, incidentals and gratuity. Attach a copy of the CONUS Rate for the designated city and state of travel (http://gsa.gov).

3) Purchase Requisition

Submit a Purchase Requisition for Registration (conference, workshop, etc.). Attach conference brochure with registration fees, agenda, etc.

Travel Reconciliation Report

Submit the Fisk University Travel Reconciliation Report at least **30 days after** the return from the travel.

Attach the following documentation of expenditures:

1.) Original Hotel Receipt(s)
2.) Original Airfare Receipt(s)
3.) Original Taxi Receipt(s)
4.) Original Parking Receipt(s)
5.) Other Original Receipt(s) as Applicable. (Please include copy of credit card statement(s) if your card is used for any allowable expenses; i.e., hotel, registration, airfare, etc.)
6.) Copy of the University Advance

Note: Title III is a federally funded program. Expenditures are pre-approved by the federal government. Travel **must** be related to the accomplishment of the activity. **Expenses must be allowable, reasonable and documented for reimbursement.**

International travel is an unallowable expense.

Entertainment (i.e. movies, alcohol beverages, game gear, play station, etc.) are unallowable expenses.

Travel reimbursements are granted according to prior authorized approval of the Director of Office of Sponsored Programs & Title III Program A