

Checklist for Supervisors

Approval to Travel (Part 1 of Travel Authorization):

- ✓ Review trip details carefully
- ✓ Press “send” if credit card is approved
- ✓ Press “send” if car is approved
- ✓ Type your name in **SUPERVISOR APPROVAL** box and return form to traveler.

Approval of Completed Form (Part 2 of Travel Authorization):

- ✓ Review attachments carefully to ensure **ALL** documentation is provided:
 - Receipts for hotel, baggage claims, shuttle, etc.
 - Travel log
 - Airline itinerary
 - Detailed agendas that include dates
- ✓ All prepaid expenses by the College must be included and deducted in the *Prepaid Expense Line*
- ✓ Route to *e-forms/AP Clerk* (**NOT LOWANNA TURNER**)