

Gather the following supporting documents:

1. Conference/event agenda or game schedule
2. Game Schedule - Must include date, time, and location
- 3.
4. Transportation Receipt(s)
 - Rental Vehicle, Train - must provide detailed receipt
 - Airfaire - receipt/boarding pass from travel days
 - Personal Vehicle - print MapQuest or similar
 - BTS Bus - submit invoice
 - Other - detailed receipt
6. For Group Travel Only - A list of **ALL** travelers (including first/last name and ID number)
- 7.
- 8.
- 9.
10. Copy of signed, fully approved Travel Authorization Request form
- 11.
12. Banner receipt received when unused travel advance funds were returned.

Complete the Travel Expense Report (TER). Handwritten forms will not be accepted.

Print the TER, sign, and route for approval with all w942R, si/e19.98e09641a8R, si