

Checklist for Travel Authorization

- Proof of presenting (email confirmation of presenting) if available
- If flying, print something showing what an airline ticket could cost
- Print something showing what airport parking, taxi, shuttle, hotel parking could cost if available
- Print something showing what a hotel room could cost
- Print something showing what registration could cost
- Print funding email (GSAS, WISE etc.) is available

Checklist for Reimbursement

- Emails from OSR/GSAS/WISE/SAFE showing funding awarded
- Did you drive your car?
- Airport parking receipt showing how it was paid (visa, mastercard, etc.) and last 4 digits of that card, credit card statement, if needed
- Taxi, shuttle, uber receipt showing how paid (visa, mastercard, etc.) and last 4 digits of that card, credit card statement, if needed
- Airline itinerary showing how paid as above and last 4 digits of that card, credit card statement, if needed
- Boarding passes
- Hotel receipt showing how paid as above and last 4 digits of that card, credit card statement, if needed
- Registration receipt showing how paid as above and last 4 digits of that card, credit card statement, if needed