(Domestic) Request for Authority to Travel Checklist

1  □  Yes  □  No  □  N/A
Are you a registered vendor in the KSU system? For necessary forms visit hss.kennesaw.edu/resources. For more information, contact your department secretary or Business Services.

2  □
Have you included the location of your destination in your itinerary?

3  □
Have you included the correct speed chart number?

4  □  □
If applicable, have you written the source of funds underneath the speed chart (i.e. Global Learning, Program Travel, Seed Grant, Faculty Development etc.)?

5  □  □
Have you included applicable documentation concerning the trip (i.e. conference acceptance letter)?

6  □  □
In your estimates, have you listed “other” expenses? If so, please itemize:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

7  □
Have you considered all foreseeable costs in your estimates (e.g. baggage costs, hotel taxes*, parking, taxis)?

8  □  □
Have you ensured that you have selected the most cost effective way to travel (compare with renting a vehicle, driving a personal vehicle, cheapest flights etc.)?

9  □  □
If not, is there a business purpose for electing a costlier method? Please attach business purpose to document.

10  □  □
If renting a vehicle from Georgia, have you used our Enterprise contract? More information can be found at http://tinyurl.com/RentalContract

11  □  □
If renting a vehicle outside of Georgia, have you used our National contract? More information can be found at http://tinyurl.com/RentalContract

12  □
Has the document been signed by the appropriate approver?

13  □
Have you included a copy of the entire document and included it with your submission?

*A tax exempt form should be used for hotel stays in Georgia*