

*DOÑA ANA COUNTY HEAD START*

***TRAVEL CHECKLIST***

Before Travel:

- \_\_\_\_\_ In-state travel - complete DACHS Travel Request
- \_\_\_\_\_ Out-of-state travel - complete NMSU Authorization of Employee Travel Form
- \_\_\_\_\_ Fill out Registration Form
- \_\_\_\_\_ Obtain proper approvals
- \_\_\_\_\_ Arrange transportation
  - \_\_\_\_\_ Airline Tickets
  - \_\_\_\_\_ Private Auto
  - \_\_\_\_\_ DACHS Vehicle
- \_\_\_\_\_ Make lodging arrangements - give them tax exempt # for NMSU if required - 01-507888-004
- \_\_\_\_\_ Have funds available to cover lodging and food, (Diners Club Advance, etc.). No cash advances available through Head Start/NMSU.

After Travel: (no later than five days after return). If circumstances arise and the five day deadline cannot be met, call Administrative office (647-8733).

- \_\_\_\_\_ Turn in all receipts (lodging, ground travel, parking, registration, etc.)
- \_\_\_\_\_ Airline Ticket Stub (whether charged to University or paid for personally)
- \_\_\_\_\_ Fill out copy of Reimbursement Voucher & attach all required receipts and turn in to Admin. Office.
- \_\_\_\_\_ Attach T/TA Report and agenda (highlight workshops attended).
- \_\_\_\_\_ Sign computer generated Reimbursement Voucher when Admin. Office has it completed.

*For further details and information refer to Travel Request Instructions/Information.*

**NOTE: PLEASE CALL DACHS ADMINISTRATIVE OFFICE IF YOU NEED CLARIFICATION OR HAVE QUESTIONS REGARDING REIMBURSEMENT PROCESSES!**