

### **Travel To-Do List Prior to Departure Date:**

- Provost PreApproval form - if trip will go over \$2,500 and/or is International
- [College/Department Quali form PreApproval](#) - if trip will be less than \$2,500
- Travel Application - only if requesting advance or is an international travel
- University travel forms: (complete 3 weeks prior to departure date)
  - Form 1 - [Academic Off-Campus Event Notification](#) - this will be sent to the Clery Office at [clery@mail.fresnostate.edu](mailto:clery@mail.fresnostate.edu), please CC ARO ([aro@mail.fresnostate.edu](mailto:aro@mail.fresnostate.edu)) to the email once you send the form
  - Form 2 - [Liability waiver form](#) - this form will need to be walked to the University Police prior to departure date
  - Form 3 - [Emergency Contact Info](#) - this form will need to be walked to the University Police prior to departure date
- International Travel insurance, if applicable (if you were awarded to travel internationally)
- [HR Volunteer form](#) - required for all students driving for University Business 3 weeks prior to departure date
- [Defensive Driving Course](#) - complete 3 weeks prior to departure date

### **Travel To-Do List for Claim:**

- Travel Claim - due to ARO inbox **within 21 days from return date**. Late Claims will not be accepted and automatically declined.
- List of student names/ID numbers
- All forms completed prior to departure date
- Expense Breakdown spreadsheet
- Itemized hotel receipt
- Itemized flight receipt
- Registration receipt - if claiming registration fees
- Conference Agenda or Event flyer

**Allowable Expenses:**

- Registration fee for student/s
- Hotel expenses
- Rental vehicles (Enterprise or National)
- Mileage reimbursement - for personal vehicles
- Uber/Transportation expenses

**NOT Allowable Expenses:**

- NO hotel upgrades
- NO hotel early check-ins
- NO hotel late check-outs
- NO hotel upgrades
- NO Travel Packages/Bundles
- NO Travel protection fees
- NO Travel upgrades
- NO food/meals
- NO faculty/staff/volunteer expenses
- NO refueling charges or additional are allowed for rental vehicles