



TRAVELER'S CHECKLIST

CONGRATULATIONS ON YOUR TRAVEL GRANT AWARD! PLEASE CAREFULLY READ THE FOLLOWING PROCEDURE TO ENSURE FULL REIMBURSEMENT ON YOUR EXPENSES.

Pre-Departure

- ❑ Conference/Workshop Registration: Provide all registration information on a completed registration form, including any correspondence received, to your Department Office. If your registration fees are covered by MSU-CIBER, have the person handling your paperwork contact Irem Kiyak for an account number.
- ❑ Airfare: Please make your travel arrangements soon. If your destination is international, note that federal regulations regarding foreign travel require the use of U.S. carrier whenever/wherever available *regardless of cost*. If U.S. carrier is NOT available, then grantees are required to use U.S. carrier up to the closest point to destination; and again, *regardless of cost*.
- ❑ Travel Pre-authorization: After you get the airline ticket information with the invoice number, contact your Department Office to prepare your travel pre-authorization (<http://ctrl.msu.edu/download/forms/ex70d.htm>). **Please remind the person to route the paperwork through Irem Kiyak for account number and signature.**
- ❑ Reimbursement: Check the MSU reimbursement chart (<http://www.ctrl.msu.edu/mbp/ex70a.htm>) and per-diem rates (<http://ctrl.msu.edu/travel/mealrates.htm>) for the city you are visiting.

During Your Travel

- ❑ Hang on to your receipts that you will be asking MSU reimbursement for, including the ORIGINAL AIRLINE TICKET STUB and the ORIGINAL TRAVEL INVOICE/ITINERARY and **conference or workshop program/agenda**.

Travel Aftermath

- ❑ Bring back all original receipts including the ORIGINAL AIRLINE TICKET STUB and the ORIGINAL TRAVEL INVOICE/ITINERARY and **conference or workshop program/agenda** and give them to the person who handles travel reimbursements in your department, **within two weeks of your return**. The completed paperwork should be routed to Irem Kiyak for signature.



Have a safe and productive trip!