SSF/IRA Travel Checklist

☐ **Travel Expense Claim Form (Std. 262) signed and dated by FAH approver.**

☐ **IRA/SSF ARP Student Travel Authorization Form signed and dated by Program Advisor.**

☐ **IRA/SSF ARP Student Travel Authorization Form signed and dated by Dean/Chair.**

☐ **Release of Liability Form signed and dated per student (if student travel).**

☐ **T2 Form signed and dated by TAD approver (if faculty/staff travel).**

☐ **Foreign Travel Insurance Form included (for foreign travel only).**

☐ **One Travel Expense Claim (Std. 262) submitted per traveler per trip.**

☐ **Max meal per diem claimed is $30 per day per student.**

☐ **Max lodging per diem claimed is $80 per day per student.**

☐ **No per diems provided to program advisor, faculty or staff with SSF funds.**

☐ **Meal expenses not claimed if meals provided by event.**

☐ **Itemized receipts included for all non-per diem expenses of $75 or more.**

☐ **Alcohol & alcohol related tax not included in claim.**

☐ **Mileage claimed is from/to campus unless distance from/to home is shorter during normal business hours (Mon-Fri, 8A-5P). Distance from/to home acceptable after normal business hours.**

☐ **Mileage claimed is supported by map with total miles.**

☐ **Mileage not to exceed cost of round trip airfare (unless authorized).**

☐ **Includes base airfare, rail, or bus only - no upgrades (unless authorized).**

☐ **All direct payments and advances are reported on travel claim as such.**

☐ **Car rentals are reasonable; do not include upgrades, pre-purchased gas, or excess insurance.**

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☐   **A current signed Authorization to Use Privately Owned Vehicle on State Business form ([Std. 261](#)) is on file (if driving your own vehicle).**

☐   **Volunteer [Form](#) submitted with claim (if volunteer).**