



## Travel Checklist

This checklist is designed to aid travelers in completing proper documentation and forms for various types of travel. This form is not required for submission of expenses. Hyperlinks to the file are set up for underlined forms. The files are available on the Accounting and Financial Services website as well.

### STUDENT TRAVEL:

\*\* Student travel will be classified as either 'University Business' or 'Scholarship/Fellowship'. Please see the Student Travel Procedure 4.09.02 to determine which would apply. \*\*

Student Travel Form      Travel Request Form

If classifies as University Business:      Expense Report      All Supporting Documentation

If classifies as Scholarship/Fellowship:      Student Account Payment Request

### P-CARD RELATED TRAVEL:

\*\* All travelers and approvers are held responsible for knowing the policy and procedures associated with procedure 4.09.01 - Travel, Entertainment and Business Expenses. \*\*

Travel Request Form      All Supporting Documentation (**Upload to SpendClarity**)

Submit the completed and approved Travel Request Form after returning from event to [invoices@samford.edu](mailto:invoices@samford.edu) with a "\$" anywhere in the subject line.

### REIMBURSEMENT RELATED TRAVEL:

\*\* All travelers and approvers are held responsible for knowing the policy and procedures associated with procedure 4.09.01 - Travel, Entertainment and Business Expenses. \*\*

Travel Request Form      Expense Report (**Include all pages**)

All Supporting Documentation

Faculty/Staff are required under Samford University policy and procedures to be set up for direct deposit. If you are not set up, submit the below forms:

Direct Deposit Setup Form      W9 Form (Domestic)      W8 (International)

Voided Check or Copy of Banking Information (**\*\* If you are unsure if you are set up, contact [lesjones@samford.edu](mailto:lesjones@samford.edu) to confirm. \*\***)

Submit the completed and approved Travel Request Form with Expense Report and all supporting documentation to [invoices@samford.edu](mailto:invoices@samford.edu) with a "\$" anywhere in the subject line. If including direct deposit forms, submit these along with the rest of the reimbursement forms.

### PAYSOURCE RELATED TRAVEL:

\*\* All travelers and approvers are held responsible for knowing the policy and procedures associated with procedure 4.09.01 - Travel, Entertainment and Business Expenses. \*\*

Travel Request Form      Bean Counter Card Submittal Form

PaySource/Bean Counter Card Statement      All Supporting Documentation

Submit the completed and approved Travel Request Form with the Bean Counter Card Submittal Form and supporting documentation to [invoices@samford.edu](mailto:invoices@samford.edu) with a "\$" anywhere in the subject line.