

OUT OF COUNTY/SPD TRAVEL CHECK LIST

Before the trip:

- ___ Leave Request
 - ***Required for:
 - Out of County Travel
 - Out of State Travel
 - SPD funds
 - Please attach all documentation verifying this trip.
 - Please get the necessary signatures
 - Please attach SPD #5 form if applicable

Please **STAPLE** all related items to the Leave Request.

**Please note: AP needs originals, not copies of Leave Request and Travel Reimbursement Request

After the trip:

- ___ Completed Travel Recap Request with signature of requesting person
- ___ All back up verifying reimbursement amounts
- ___ Agenda for meeting/conference.
 - This is required to verify meal reimbursement.
 - ___ Please check here if no agenda is available. (We will need something in writing to verify that no meals were included.)
- ___ Completed SPD #6 form with necessary signatures if applicable
- ___ Map Quest mileage verification or actual start and finish odometer reading
 - If using odometer reading please complete the following:
 - _____ Starting odometer reading
 - _____ Ending odometer reading
 - (Please include complete address of location visited)
- ___ Enter a Disbursement Request

Please **STAPLE** all related items to the copy of the Disbursement Request and send to Accounts Payable to the attention of Patti Tanner, station #7

**Please note: AP need originals, not copies of Travel Reimbursement Request and receipts.