**Check List for Travel Process**

**Trip Approval (Submit Spend Authorization)**

* Do not need for local Hays travel or webinars.
* Submit for $1 when there will be no reimbursement to traveler.
* Submit for estimated amount of expenses when traveler will need reimbursed.

**Motor Pool Transportation Requisition**

* Only request if employee wants to take a state car.

**Travel Receipt Form**

* IF the only expense for the trip is a motor pool vehicle, the travel receipt form is NOT needed.
* Start this when trip planning begins. Do NOT submit until AFTER the trip is over and you have finalized all parts of the form.

**Expense Report**

* Only complete this step if the employee needs reimbursed for per diem or other expenses paid personally.
* This expense report is what creates the reimbursement to the employee.
* Make sure the Travel Receipt Form is submitted and to Accounts Payable in the approval cycle before you click submit on the Expense Report.