Trip Request checklist

What do you need to include in your trip request?

- Destination and event
- Anticipated dates
- Estimated expenses
- Brochure or itinerary
- Division director / supervisor approval
- Business purpose / public benefit
- Additional explanation and documentation for any non-business travel (if applicable)

For the business purpose (2-3 sentences):

- What is the benefit to ASU?
- What is the benefit to MLFTC?
- What is the benefit to your research?
- What is the benefit to the public?

Travel expenses

- Airfare
- Lodging
- Conference registration
- Daily allowances
- Ground transportation

Less common:

- Parking
- Mileage

Conference brochure

Must contain:

- Conference name
- Location
- Dates

Desired information:

- Conference hotel(s)
- Schedule/agenda

Travel Resources - https://cfo.asu.edu/traveler-resources
Foreign Travel - https://cfo.asu.edu/foreign-travel