

# 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 Policy - <https://www.asu.edu/aad/manuals/fin/fin501.html>

Travel Resources - <https://cfo.asu.edu/traveler-resources>

Foreign Travel - <https://cfo.asu.edu/foreign-travel>