



Title III Travel Checklist

Please use this checklist to ensure that you have all the required documentation for Title III Travel. If you have any questions, please contact Mrs. Patricia Divens-Brown at extension 5231 or pdivens-brown@vsu.edu. Travel request packets should be submitted via email in a zip file as follows:

- Faculty (Faculty Development) – submit to lnoe-batiste@vsu.edu.
- Staff (Workplace Efficiency) – submit to rfranklin-morton@vsu.edu.
- Other Title III Activities – submit to TitleIII@vsu.edu.

Name: _____ Travel Date(s): _____ Location: _____

Required Documents (if funding is requested)	Check if box if included/requested
Workshop Authorization Form	<input type="checkbox"/>
Conference Agenda	<input type="checkbox"/>
Completed Registration Form	<input type="checkbox"/>
Lodging (Confirmation to include traveler’s information, hotel branding, address, pricing, associated taxes and fees)	<input type="checkbox"/>
Approved Lodging Exception Letter (if applicable)	<input type="checkbox"/>
Airline/Amtrak/Rental* Quote (VSU uses Covington Travel for Airline & Amtrak ticketing**)	<input type="checkbox"/>
Appropriate Approval Signatures (i.e, Chair, Dean, Supervisor, VP)	<input type="checkbox"/>
Mileage to and from the airport <u>or</u> to and from the workshop if driving. (MapQuest printout from 1 Hayden Drive to the airport <u>or</u> workshop if driving serves as supporting documentation. Be sure to include return mileage as well.)	<input type="checkbox"/>
Other Items (approximated amounts are acceptable.) Documentation required when requesting reimbursement	Check if box if included/requested
Tolls (if applicable)	<input type="checkbox"/>
Baggage Fees (if applicable)	<input type="checkbox"/>
Internet Fees (if applicable)	<input type="checkbox"/>
Ground Transportation (approximate amount of funding needed for Taxi/Shuttle/Uber/Lyft if applicable)	<input type="checkbox"/>

* Rental quote/confirmation needed if funding is requested. Rentals are only permitted if the traveler opts to drive to the workshop.

** Covington Travel: 804-747-7077

NOTE: The maximum amount that can be requested per travel occurrence is \$2,000.00 if traveling through the Title III Workplace Efficiency (staff) or Faculty Development (faculty) Activities. In addition, travel requests are limited to 2 per Title III grant year (October 1 through September 30). Limits only apply to the Title III Workplace Efficiency and Faculty Development Activities.