

RF Pre-Travel Checklist

Questions	Yes/No	Notes
Does the trip meet all sponsor guidelines?		
Are there sufficient funds to cover the cost of the trip?		
Is the trip within New York State? If so, obtain an "Exempt Organization Certification" and understand the RF's acceptable use policy.		
Is a rental vehicle being used? If so, review Insurance Guidelines for Rental Vehicles, the RF's policy on rental car insurance, in the Insurance Manual. Also, does your campus require written justification for the use of a rental vehicle? If so, attach written justification to the travel form.		
Is travel on a federal grant and will the traveler be using a commercial airline? If so, prior to booking an airline ticket, make sure the airline is a "U.S. flag air carrier" as described by the Fly America Act.		
Is an advance required? If so, contact your operating location's travel office for its policy on travel advances.		
Does the traveler understand the RF and campus policies regarding what expenses are reimbursable? Does the traveler understand what documentation (including receipts) is required to obtain reimbursement?		
Does the rate of the chosen hotel exceed the maximum federal per diem rate? If so, make sure proper approvals are obtained, and, if required, attach a justification		
Is travel to a foreign country? If so, travelers should review sponsor regulations, award terms, and conditions prior to traveling out of the United States. Many sponsors have different requirements for foreign travel.		