**Travel Checklist:**

- A completed [Kelly ECC Travel Reimbursement Request Form](#)
- Travel Approval emails
- Travel Advance Details (if applicable)
- Airfare: include complete itinerary with origin and destination, departure and arrival times, and flight numbers
- Lodging: include detailed hotel receipt, bill, or folio
- Meals provided
- Meals claimed: include itemized receipts. Prior approval is required for hosting meals. Meals are reimbursed based on actual meal expenses or up to per diem (whichever is lower).
- All receipts including payment information – Ground transportation, baggage, etc.
- Program agenda, such as a conference program book, if applicable
- Include a specific address or place name for all other origins and destinations
- [Google Maps](#) or [MapQuest](#) results for mileage reimbursement requests, if applicable
- If applicable, include exact times **personal time** began and ended, and the location (e.g., 1/18 at 10 a.m. to 1/20 at 3 p.m. in Washington, D.C.).