

## USM Travel Authorization Checklist

Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

The following can be used as an interdepartmental guideline to complete your PTT and Travel Voucher. This is **NOT** to be used as a substitute for either the PTT or Travel Voucher.

1. Pre-Travel:
  - PTT completed in its entirety
  - PTT approved by \_\_\_\_\_ Budget Authorities
  - Conference literature submitted