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**After Travel Checklist**

**(Submit with STE)**

**Office of Title III Programs**

Vail Hall, First Floor

Phone: 484-365-7293

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| --- | --- |
| Traveler’s Name: | Date: |
| Activity Name: | **Activity Code:** |
| Attention: This checklist serves as a guide to submit a Statement of Travel Expenses (STE) report packet. Please provide all supporting documents in the order below along with receipts, invoices, etc. | |
| Completed Statement of Travel Expense report (*STE*)  Copy of the approved Travel Authorization Request with signatures (TAR)  Completed Title III After Travel Form  Personal Vehicle (Mileage Only) with MapQuest printout  Air/Train Fare  Airport Limousine/Shuttle  Taxi  Car Rental  Lodging  Meals and Tips  Telephone (Business Only)  Registration Fee  Parking  Tolls  Tips (Other Than Meals)  Miscellaneous (*Baggage, Conference Travel Logistics etc*.)  Email Correspondence  Please attach this checklist to your Statement of Travel Expenses (STE). | |
| Traveler | **Date** |
| Activity Director | **Date** |