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**Before Travel Checklist**

**(Submit with TAR)**

**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 detailed Travel Authorization Request (TAR) report packet. Please provide all supporting documents in the order below along with reservations, confirmations, invoices, etc.  |
| [ ]  Completed Travel Authorization Request (*TAR*)[ ]  Completed Title III Before Travel Form[ ]  Conference description and detailed agenda[ ]  Mileage Quotes (*MapQuest printout, privately owned vehicle, etc*.)[ ]  Flight Reservation, if applicable[ ]  Airport Limousine/Shuttle[ ]  Car Rental information and justification (*Only in Exceptional Circumstances*)[ ]  Airport Parking[ ]  Lodging[ ]  Registration Cost[ ]  Miscellaneous (*Baggage, Conference Travel Logistics etc*.)[ ]  Travel Justification Form [ ]  Email CorrespondencePlease attach this checklist to your Travel Authorization Request (TAR). |
| Traveler | **Date** |
| Activity Director | **Date** |