

## **Travel Credit Card Checklist**

- **Did you put in your department codes?**
- **Did you use the following method in your request information? Who, What, When, Where and Why....**
- **Do you have enough funds in your budget?**
- **Are you attaching your itinerary for your conference or workshop?**
- **Do you have all your signatures?**
- **If you are requesting funds from the EEC then please make sure you have their approval before you request a travel card from Purchasing.**

