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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 CorrespondencePlease attach this checklist to your Statement of Travel Expenses (STE). |
| Traveler | **Date** |
| Activity Director | **Date** |