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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 Correspondence  Please attach this checklist to your Travel Authorization Request (TAR). | |
| Traveler | **Date** |
| Activity Director | **Date** |