

# Unidata Policy Committee Meeting

## May 16 – 17, 2005

### Travel Checklist

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Upon completion of your trip, please organize and review your expenses and submit your receipts and signed voucher to:

Sandra Petrie  
UCAR Unidata  
PO Box 3000  
Boulder, CO 80307-3000

Be sure to include:

**Signed travel voucher**--A blank voucher is included in your notebooks. Simply print your name in the "Name of Traveler" blank at the top and sign at the bottom above the line marked "Traveler's Signature". Please do not make any other notes on the form; we will fill the rest out for you.

**Mileage to and from the airport**--a note will do.

**Shuttle, cab, bus, subway fare receipts**

**Rental car receipt**--it's important that you submit this even if it is direct billed to UCAR.

**Parking receipts**--at the airport, at your destination, etc.

**Miscellaneous receipts**--gas for rental car, other reimbursables

**Hotel**--If you had no personal expenses, no hotel receipt is required. (The hotel sends them directly to Unidata). If you had any personal expenses that will need to be repaid to Unidata, please obtain a "folio" receipt upon checkout. Mark all personal expenses and submit with everything else.

After receiving these items, Sandra will review your expenses and complete your travel voucher. (We have you sign the form in advance to speed up the process and reduce the amount of times we have to mail it back and forth.) We appreciate your prompt mailings.

UCAR Travel will then review your voucher and send a reimbursement check to you. Any personal expenses that were billed to UCAR during your trip will be deducted from your reimbursement.

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For more information on travel with Unidata, please see our travel web pages at:

<http://my.unidata.ucar.edu/content/travel/index.html>

Feel free to contact us with any questions:  
Sandra Petrie at 303-497-8643 or [sjp@ucar.edu](mailto:sjp@ucar.edu).