

Grants Travel – Checklist
Attach Required Documentation to TA

Event

- Registration fee schedule
 - Conference agenda/schedule
 - Meals provided (printout)
 - If no registration: organizer email with event details
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Lodging

- Conference hotel list (from website)
- Hotel booking showing nightly rate + taxes
- Rates comply with:
 - **Federal/Pass-through:** GSA rate
 - **Non-federal:** Conference block rate
 - **Research:** GSA rate
- If conference hotel full → attach proof from website

Hotel Rules

- Book through conference site or Marriott/Hilton/IHG/Hyatt using gov't rate search
 - Choose lowest-cost option (no preference or loyalty-based selections)
 - Only night before and night after conference reimbursable
 - <75 miles? Lodging requires VP/Chief signature on Policy exception form
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Transportation Estimates

- If personal time included: screenshot only shows day before/day after conference
- Ground transport screenshot from **Rome2Rio**
- Auto mileage: include **insurance declarations page**
- Airfare screenshot from **Kayak** (Best Rate at top)
- Baggage: 1 checked bag each way (receipt required)

Airfare Rules

- Do NOT purchase airfare before TA approval
- Book **lowest commercial coach** fare
- No selections based on: airline preference, aircraft type, connections, or points
- Non-stop only if same/less cost than connecting
- Non-reimbursable: flight insurance, upgrades, early check-in, paid seating