



RICHLAND ONE
ENGAGE • EDUCATE • EMPOWER

Checklist for Completing Request to Travel (RTAs)

Name: _____

Items	Traveler's Initials
Registration Form Attach completed registration form, which shows amount due, payable to, and mailing instructions (if applicable).	
Conference Schedule/Agenda Include a copy of the agenda to include dates and times of conference.	
Travel Justification Form (Attachment B) Complete the District Travel Justification Form (see Attachment B).	
Travel Calculate round trip and vicinity mileage at a rate of \$.58 per mile as of July 1, 2019.	
Airline Travel Provide a quote/estimate for air travel. Employees have the option to use Forest Lakes (Purchase Order Required) or other travel websites (Personal Credit Card). If employee is using Forest Lakes Procurement Services must have a copy of the Request To Attend (RTA) with all required signatures before a purchase order is issued to Forest Acres Travel.	
Lodging Provide a hotel estimate indicating the dates and total amount of your stay. Employees are required to obtain their room at the lowest single rate.	
Meal Per Diem \$35.00 per day in-state \$50.00 per day out-of-state as of July 1, 2019. Departure after 12:00 noon = ½ day rate Arrival before 12:00 noon = ½ day rate	
Other Expenses Be sure to indicate if you will have additional expenses such as parking (valet, parking garage, etc.), rental car, ground transportation (Uber, Lyft, etc.), and/or baggage handling at airport.	
Travel Request Form Complete the Request to Attend (RTA) form and indicate with an * each item you wish to have pre-paid and circle yes for prepayment. Ensure the traveler and immediate supervisor have signed the form. Please include correct account number/budget code.	
Immediate Supervisor and Chief Level Signature	

Attach this checklist to the front of your RTA package.