



AECGO

Davis College

PRE-TRIP CHECK LIST

- ☐ PICK UP TAX FORMS (HOTEL AND FOOD IF CONFERENCE IS IN TEXAS)
- ☐ PICK UP TAC CARD FROM SGA OFFICE (THIRD FLOOR OF SUB)- IF APPLICABLE
- ☐ BE AWARE OF THE PER DIEM RATE FOR EACH DAY OF YOUR TRIP
([HTTPS://WWW.GSA.GOV/TRAVEL/PLAN-BOOK/PER-DIEM-RATES](https://www.gsa.gov/travel/plan-book/per-diem-rates))
- ☐ REVIEW FUNDING RULES FOR FOOD AND HOTEL

TRIP REMINDERS

• FOOD RULES

- MUST USE TAX EXEMPT FORM (IF CONFERENCE IS IN TEXAS)
 - FORM IN TTU AG ED TOOLBOX OR IN DRAWERS
- MUST PROVIDE BOTH AN ITEMIZED RECEIPT AND A RECEIPT THAT SHOWS PAYMENT WAS RECEIVED (HAS CARD NUMBER)
- CAN NOT INCLUDE ALCOHOL
- CAN NOT INCLUDE TIP (YOU NEED TO BRING CASH TO PAY FOR THIS)
- CAN NOT USE A GIFT CARD TO PAY FOR IT
- NO DOOR DASH OR SIMILAR FOOD ORDER SERVICES
- MUST MEET PER DIEM STANDARDS
- **NOT FOLLOWING THESE RULES CAN RESULTS IN YOU PAYING FOR INCORRECT AMOUNTS (TAX OR TIP) OR THE WHOLE AMOUNT (IF YOU DO NOT BRING BACK THE CORRECT RECEIPTS)**

• HOTEL RULES

- CAN NOT EXCEED \$500 (UNLESS APPROVED OTHERWISE)
- NEED A RECEIPT
 - MUST HAVE YOUR NAME ON THE RECEIPT
 - IF SPLITTING THE ROOM, SHOULD SHOW YOUR PAYMENT (CARD NUMBER AND AMOUNT PAID)
 - CAN NOT USE GIFT CARDS OR POINTS IF YOU WANT REIMBURSEMENT
 - NEEDS YOUR ROOM NUMBER, ROOMMATE'S NAME, AND HOTEL ADDRESS



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POST-TRIP CHECK LIST

- ☐ COMPLETE THE TRAVEL RETURN FORM
- ☐ RETURN TAC CARD TO SGA OFFICE (THIRD FLOOR OF SUB)- IF APPLICABLE
- ☐ WRITE YOUR NAME AND AGRICULTURAL EDUCATION AND COMMUNICATION GRADUATE ORGANIZATION ON ALL RECEIPTS
- ☐ MAKE COPIES OF YOUR RETURN FORM AND ALL RECEIPTS FOR YOUR RECORDS
- ☐ TURN IN THE RETURN FORM AND ALL ORIGINAL RECEIPTS TO KRYSTI KELLEY WITHIN 3 DAYS OF RETURNING FROM YOUR TRIP