

Required Travel Documentation:

1st Step = Completed PD form 10 days prior

For Registration:

- PD Form
- Purchase Order
- Registration Form

For Lodging Check in Advance: (7-10 business days before departure)

- PD Form
- Room Confirmation
- Agenda
- Travel Form

For Travel Reimbursement (meals/mileage)

- PD Form
- Detailed meal receipts
- Agenda
- Travel Form