|  |
| --- |
| 🞎 1. Travel Authorization Request (for DOC staff)  **VCA CONFERENCE CHECKLIST** |
| 🞎 2. Registration Form |
| 🞎 3. Conference Agenda Draft |
| 🞎 4. Hotel Info (with state rate) |
| 🞎 5. Per Diem Rate Schedule - for hotel  GSA Website – U.S. General Services Administration |
| 🞎 6. Per Diem Rate Schedule - meals & incidentals GSA Website – U.S. General Services Administration |
| 🞎 7. USPS Sheet, indicating address of event (USPS.COM) |
|  |
| **OTHER POINTS:** |
| * Make sure to fill out your Travel Authorization Request in its entirety! |
| * Sign the form and have your supervisor sign form |
| * Attach all forms in the order listed above and submit for final approval |
| * Make sure to keep your signed travel packet in order to apply for reimbursement after the conference! |