What documentation should I attach to a grant-funded Travel Authorization?

Tell Me

1. Travel expended to a grant fund requires additional documentation to remain compliant with the sponsor’s terms and conditions.
2. All grant-funded TAs and eTAs must include the following four attachments:
   a. Meeting agenda
   b. Travel purpose
   c. Purchased flight itinerary
   d. Hotel reservation.

Travel Reimbursement & Expense Reports (“TRER”) for grant funds will be processed the same as TRERs for all other funds.

Related FAQs

- How do I submit documents using the Imaging Document Submission (IDS) TCP Invoices eForm?
- How is travel status determined?
- What should I do if I lost my travel receipt?
- What is the electronic Travel Authorization Form (eTA)?
- How do I get reimbursed for a business meal that exceeds State subsistence?