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.

Information

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

Related FAQs

• What is delegated authority for travel reimbursements?
• What payment method do I use if I can’t issue a PO?
• How should I pay for meals while traveling?
• How do I arrange to pick a check up?
• How is travel status determined?