BUREAU OF BUDGET AND MANAGEMENT RESEARCH TRAVEL REQUEST & AUTHORIZATION (TA) CHECKLIST

| Department Second Per | | Requesting Dept./Agency: | TA Number: | |
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| s travel essential to the conduct of important government business? Ves No Ves No Ves No | | Account No. to be charged: | TA Amount: | |
| Will travel result in securing additional revenues for our island, achieve urrent or future cost-savings for government operations, programs, or late to the Dept. / Agency's priority work program activities? | | | | |
| urrent or future cost-savings for government operations, programs, or claims to the Dept, / Agency's priority work program activities? Is travel required per existing contracts, law, or rule? If "Yes," attach occumentation. Is the travel federally funded and approved by grantor agency and reflected approved grant application? If "Yes," attach documentation. In the number of per diem days computed correctly? In Are the number of per diem days justified and reasonable? In Are per diem rate and number of days indicated on the TA's per diem line? In Are per diem rate and number reflected? In a sappropriate account number reflected? In a sa | 1. | Is travel essential to the conduct of important government business? | | |
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| ARTMENT: Prepared By: Approved By (Dept. Head): R ACTION: Approval Disapproval (Analyst) (Date) | 4. | Is copy of airline itinerary attached? | | |
| ARTMENT: Prepared By: Approved By (Dept. Head): Date: Date: Date: Date: Approved By (Dept. Head): Disapproval (Analyst) (Date: Disapproval (Analyst) | 15. | If travel is for "meeting", is documentation from meeting official indicating times, dates, and purpose of meeting attached? | | |
| Prepared By: Date: | 16. | Is TA being submitted 15 working days prior to travel commencement date? If "No," please provide explanation. | | |
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