

Employee Group Travel Checklist

- ☐ **Discuss travel with Department Chair or Supervisor**
- ☐ **Submit a Spend Authorization (SA)** *(Must have an SA before travel expenses are incurred or commitments are made.)*
 - Employees traveling together on overnight business must each have their own Spend Authorization.
 - **Local** Department Retreats may create one Spend Authorization for the group's expenses. NOTE: Employees with separate or additional expenses must create their own separate Spend Authorization.
- ☐ **Reserve ground transportation** (e.g. rental car, fleet vehicle)
 - Fleet Vehicles are requested as an expense item on the SA.
 - Rental Car for pickup at your destination
 - Rental cars for pickup at your destination can be reserved through the Deem Online booking tool.
 - If you need assistance, call the Travel office at 496-2340.
- ☐ **Purchase airfare**
 - Use the Deem Online booking tool for single destination and domestic travel. University policy requires that all airfare is booked through the Travel Office or the Deem online booking tool.
 - International and Group travel must be booked through the Travel Office at 496-2340.
 - If you find a cheaper fare outside of Deem, contact the Travel Office before purchasing. To purchase airfare outside of the Travel Office or the online booking tool, you must have an Exception to Book email from the Travel Office in order to be reimbursed.
- ☐ **Reserve lodging**
 - Lodging for Employee travel can be booked on the Deem Online booking tool.
 - If you find a better rate or another hotel that you prefer, you can book your hotel with your BYU-I One Card. This includes Conference hotels that may give you a discounted rate.
- ☐ **Check airline baggage/boarding rules**
- ☐ **Check your flight status before departure**
- ☐ **Trip Cancellations**
 - It is your responsibility to notify the Travel Office to get assistance in cancelling airfare, car rentals, lodging, or anything else you have booked on your own.
 - Notify Travel Administration (x1974) that you will not be traveling. DO NOT close your Spend Authorization. Your open SA is needed to reconcile expenses made and credits that may come in. If no expenses have been made toward the trip, Travel Administration will close the SA for you.