

**COUNTY OF EL PASO, TEXAS**  
**County Auditor Office Travel/Training Pre-Check List**

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**THIS CHECKLIST IS REQUIRED FOR ALL TRAVEL SUBMISSIONS**

The following is provided to assist in expediting Travel Advance/Reimbursement Requests by ensuring supporting documentation has been reviewed for reasonableness prior to submission to the County Auditor's Office. As per the County's Travel and Training Policy, all relevant travel and training forms shall be submitted to the County Auditor's Office at least 45 days prior to the date of travel. The issuance of travel related checks follows paid claims guidelines and Commissioners Court Agenda Deadlines. In most cases it takes more than a week to issue a check.

- \_\_\_\_\_ Complete all applicable travel and training request forms including justification form and this checklist. All forms must be signed by the employee attending the training and the department head, or designee. Incomplete packets will not be accepted.
- \_\_\_\_\_ If the total cost of the trip is in excess of \$1,000.00, a signed employee training and professional certification agreement must be submitted.
- \_\_\_\_\_ Travel and training expenditure form with actual expense receipts from previous training must be submitted to the Auditor's Office before a new travel and training request is submitted.
- \_\_\_\_\_ Travel dates were verified for consistency with training dates (Explanation was provided justifying dates prior or after training dates, if warranted).
- \_\_\_\_\_ Airfare was secured at least 21 days prior to trip (Explanation was provided justifying exceptions, if warranted).
- \_\_\_\_\_ Hotel was secured at government rate and at location of training site (Explanation was provided justifying exception, if warranted or if travel dates are inconsistent with training dates).
- \_\_\_\_\_ Ground transportation was verified to include availability of transportation (shuttle/taxi/Uber/Lyft) to/from hotel and airport. If a rental car is needed and justified within policy guidelines then a reservation should be coordinated with the County Purchasing department using the County's contracted rental car vendor. Car rental quote or reservation must be included. Written justification for rental car **must** be included.
- \_\_\_\_\_ Registration cost was verified and indication was noted for a separate vendor check payment or advance for direct payment of registration by attendee.
- \_\_\_\_\_ Per diem meals estimates by day were verified with policy guidelines. (Explanation was provided justifying exceptions, if warranted)
- \_\_\_\_\_ Other estimates have been reviewed for accuracy and reasonableness.
- \_\_\_\_\_ Travel advance requested was verified for reasonableness and accuracy.
- \_\_\_\_\_ All related documents are signed by employee and department head/elected official.

County Administrator Approval Signature: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Purpose: \_\_\_\_\_ Destination: \_\_\_\_\_

Signature of Employee requesting funds: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Head review: \_\_\_\_\_ Date: \_\_\_\_\_