



# Travel Management System (TMS)

Draft

JOB AID # 8.09

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**Job Aid Description: Check List - Travel Request Review for Business Managers**  
(and for Business Operations Professionals and others that review travel report reports)

This job aid describes what to REVIEW and VALIDATE on a travel request report to facilitate timely processing:

- Request Name = destination, dates, name of conference, etc.
- Trip Type = verify selection (domestic, international, etc.)
- Start and End Dates
- Speedchart
- Allocations
- Comments (if needed)
- Approvers (immediate supervisor, budget owner, business manager, etc.)