

## Ready to submit your TEV to workflow? Here's a quick checklist:

- Is my name spelled correctly?
- Is my address correct? (This is where your check will be mailed)
- Is my WSU ID# correct?
- Ensure that the trip start and end dates match the dates in the trip information below.
- Make sure you have entered a departure time and a return time
- Do I need a lodging exception rule?
- Scan and attach receipts or mail to 6424
- Any extra information relating to your trip we should know about – write in the “Travel Details” section

Please make any corrections if applicable prior to signing the form as claimant and submitting to workflow.