**Additional Information to Provide with JV when Travel is Involved**

1. Traveler(s) Name
2. Traveler’s Status – Employee or Student
3. Was a TRIP reimbursement completed?
	1. If yes, please attach the reimbursement and all its supporting documentation
	2. If no, please state no TRIP reimbursement requested
4. Is there effort being charged for the traveler on the project?
	1. If no, please explain why individual is traveling on behalf of the project
5. Are all expenses relating to this specific travel being charged to the same cost object?
	1. If no, please provide cost allocation method
6. How does this specific travel benefit the project being charged?