**Review Yellow Transmittal** **Form**

* Please place yellow transmittal at the top of the packet – not in the back
* Please place sign here stickies on ALL documents that need to be signed
* Please do not submit signature items unless the packet is complete
	+ “Will be taking the Defensive driving class soon” will not be accepted as a substitute for the defensive driving date
	+ Sue Belt will not accept International travel unless lodging is included in the packet. There is a travel itinerary spreadsheet that can be used to enter all info, including lodging addresses, flight info, etc. found on the PAR Website.
* Live link to Par Resources found on top of transmittal
* If returned, will send to Unit lead Analyst and/or MPP (Dean or Associate Dean)
* **Signature Approvals Needed boxes**
	+ Please select all boxes that apply
	+ Please note: The Dean/Director/MPP of the unit always has to sign the travel so that they know someone from their unit is traveling, regardless of funding source
	+ Please print the names on the signature line of the travel doc
	+ All signatures on the travel request are required to be wet signatures, per the President
* **Name on Document**
	+ The person that pertains to the documents - who the transmittal form relates to. Not the Dean, but the person who the signature item belongs to
		- Traveler or the person receiving the reimbursement, etc.
* **Document type** has been updated
* **Brief Summary**
	+ Please give basic information about the signature item
		- If traveling, dates and location of travel
		- Who the Agreement is with
		- What the purchasing requisition is for
* If an item is returned, please use the same yellow transmittal
	+ If an item is returned because it is missing documentation, please place the missing item on top of the packet so that we know it was fixed
	+ To do a quick check of your documents, take a moment to look at the reasons things are returned.
		- The list can be used as a checklist for the documents you are submitting
	+ If you have questions about a return, please contact Maria Rasimas at x 4059
* Please keep in mind that someone on the other end reviews the submitted items
	+ Please visit the PAR website to see the correct order for International documents and student documents, make sure to include all three for students.
	+ If you are submitting a claim for reimbursement, please put the green/travel form directly behind request
	+ Conference flyer should directly follow the green form
	+ Green paper is appreciated, but not required
	+ If you are getting new folders, please get paper ones. The plastic ones make it hard to stack.