

# Travel Specialist Checklist

*Responsible for receiving directions from Procurement Leader, performing research, completing travel authorizations, securing reservations and providing details/instructions back to traveler.*

**Instructions:** The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Get incident briefing from Procurement Unit Leader		
2. Work the mission folder by		
3. Complete hotel research via database & regular methods,		
4. Complete airfare research via internet &/or travel agent if necessary		
5. Complete Avis research via State Contract reservation desk if necessary		
6. Complete C676C Travel Authorization and collect signatures (traveler, Procurement Unit Leader & Division Director)		
7. Complete hotel reservation via traveler's info, or Travel Specialist p-card if approved to do so by Procurement Unit Leader.		
8. Complete airfare reservation via traveler's info.		
9. Complete vehicle reservation via traveler's info, direct bill traveler if no p-card.		
10. Put trip summary in mission folder		
11. Contact traveler with travel details		
12. Turn folder back in to the Procurement Unit Leader		
13. Follow up with travelers or other interested parties if necessary.		
<i>Within Two Operational Periods</i>		
1. Work the mission folder by		
2. Complete hotel research via database & regular methods,		
3. Complete airfare research via internet &/or travel agent if necessary		
4. Complete Avis research via State Contract reservation desk if necessary		
5. Complete C676C Travel Authorization and collect signatures (traveler, Procurement Unit Leader & Division Director)		
6. Complete hotel reservation via traveler's info, or Travel Specialist p-card if approved to do so by Procurement Unit Leader.		
7. Complete airfare reservation via traveler's info.		
8. Complete vehicle reservation via traveler's info, direct bill traveler if no p-card.		
9. Put trip summary in mission folder		
10. Contact traveler with travel details		
11. Turn folder back in to the Procurement Unit Leader		
12. Follow up with travelers or other interested parties if necessary.		
<i>Each Operational Period</i>		
1. Work the mission folder by		
2. Complete hotel research via database & regular methods,		
3. Complete airfare research via internet &/or travel agent if necessary		
4. Complete Avis research via State Contract reservation desk if necessary		
5. Complete C676C Travel Authorization and collect signatures (traveler, Procurement Unit Leader & Division Director)		
6. Complete hotel reservation via traveler's info, or Travel Specialist p-card if approved to do so by Procurement Unit Leader.		
7. Complete airfare reservation via traveler's info.		
8. Complete vehicle reservation via traveler's info, direct bill traveler if no p-card.		
9. Put trip summary in mission folder		
10. Contact traveler with travel details		
11. Turn folder back in to the Procurement Unit Leader		
12. Follow up with travelers or other interested parties if necessary.		
<i>Upon Demobilization</i>		
1. Debrief with Procurement Unit Leader to ensure all travel is complete.		