

Travel check list

Before any reservations are made

1. Non-local travel request form (30 days in advance of travel preferred)

- Application completely filled out with name and trip information
- Compelling or urgent reason and public purpose for this travel
- Funding Source: Building budget, Grant/Gift, ASB, Departmental, other
- Substitute required?
- Budget number for Travel & Budget number for Substitute filled in
- Estimate of expenses completed
- Travel expenses to be paid by completed
- Travel advance or credit card indicated
- Signed by traveler
- Approval signatures:
 - Principal/Supervisor
 - Budget Authority
 - Area/Department Director
 - Associate/assistant Superintendent
- Travel Advance Request/procurement card requested?

After approval of non-local travel request form

2. Reservations for airline, hotel, car rental are to be made by checking out a district travel card with an approved non-local travel request form and a purchase requisition stating who the reservations are made with. Both forms are online under district online forms. You may make reservations on your own credit card, but keep in mind that these expenses will not be reimbursed until after travel. Please do not make reservations on your own credit card for other people.

If you can't wait to be reimbursed, please don't use your own credit card.

- Airline
- Hotel
- Car Rental

Within 10 days After travel

3. Expense Voucher-attach detailed receipts (showing payment and detail of expense)

- Purpose: name of conference, city attended
- Date: dates of travel
- Meals: see district website for per diem maximum rates (includes tips & taxes).
You will not be allowed per diem for conference provided meals.
- Hotel: total of expense including taxes
- Mileage (for personal vehicle use only): Miles x current mileage rate (see district website for current rate)
- Other transportation: Airfare, Car rental, Shuttle, Taxi
- Other expenditures: Gas, parking, registration, telephone, tolls
- Total all travel expenses (including charged or prepaid expenses)
Less travel advance: Amount of travel advance check issued
Less travel card used: last 4 digits of credit card number and total amount charged to district credit card.
Balance due to district: Amount owed to district from unspent travel advance or Overspending on credit card. Must be repaid immediately upon return.
Balance due to Payee: Amount owed to traveler for out-of-pocket expenses
- Certification: Print name & address; signature of traveler
Approved for Payment: Signature of Principal/Supervisor if expenses exceed estimate by more than 10%.