



## DECATUR ISD

### PROCEDURES: TRAVEL CHECKLIST

---

To ensure compliance with this Board Policy, the following checklist has been developed to aid the traveler.

#### **Traveler Checklist:**

##### **Preparation:**

- ☐ Review Travel Guidelines
- ☐ Obtain Travel Authorization/ Settlement Form
- ☐ Obtain copy of training/conference brochure to verify the registration fee and deadline(s)
- ☐ Verify that funds exist on your campus and/or department budget

##### **Before the Trip (as applicable):**

- ☐ Submit an electronic request (Eduphoria) for use of a district vehicle
- ☐ Submit the flight information and estimated charges if you are flying.
- ☐ Submit a copy of the hotel reservation confirmation with the estimated charges. It is the traveler's responsibility to present a Hotel Occupancy Certificate to the hotel at the time of registration.
- ☐ Attach a copy of the training/conference brochure. The brochure should include the start and end date of the conference, location, and registration fee to support the travel expenditure.
- ☐ Indicate the number of days for meals. Remember to adjust the requested amount for meals if the conference/workshop will include any meals.
- ☐ Attach a list of students to support the number for meals requested for co-curricular or extra-curricular events, if applicable.
- ☐ If requesting mileage reimbursement for driving a personally owned vehicle, obtain the total miles to the destination using MapQuest/ Google Maps.
- ☐ Enter the budget code numbers to cover all estimated expenses
- ☐ Complete and submit Travel Authorization Form to your Campus secretary.
- ☐ After principals' approval, the original form shall be approved by the Deputy Superintendent and processed by the accounting department for payment of a travel advance or issuance of a travel card.

**Note: All Pre-Trip activities must be completed 10 days prior to a check or travel card can be issued by the Business Office. Please plan ahead to ensure that all deadlines are met.**



---

**During the Trip:**

- ☐ If a travel card is issued, present the card at the hotel. The travel card shall not be used for expenditures at a non-travel merchant such as supplies, services, etc. Make sure you retain a “detailed receipt for all expenditures. Ensure that all Travel Card guidelines are adhered to.
- ☐ In the event that the trip is extended due to extenuating circumstances such as weather or other delays, contact your principal and the Business office to request additional funds and the extension of the authorized travel dates.

**After the trip (as applicable):**

- ☐ **Required to submit within 5 days of the trip.**
  - Attach receipts for all transportation (taxis, shuttles, rental cars, etc.)
  - Attach the detailed hotel receipt
  - Attach registration agenda
- ☐ Submit the travel card
- ☐ Submit any excess fund
- ☐ Any travel expenditures that could not be made with the travel card, or were unanticipated, please submit on a separate check request.
- ☐ Any parking receipts **not** included on hotel receipt please submit on a separate check request.

**ENJOY YOUR TRIP!!!!**