

Travel Checklist

Form 1 – Request for Approval – Educational Travel

_____ Section 1 is completed with Employee name, location and conference information.

If travel reimbursement will be requested, I have included the account code and completed the following in Section II:

_____ (1) Estimated transportation expenses – spoken with the District office to see a vehicle is available. If so, gas receipts will be turned in for reimbursement. If not taking a district vehicle, the following mileage rates have been used and mapquest print off provided to justify mileage:

- Personal vehicle taken because district vehicle not available – Miles x .655
- Personal vehicle taken, but district vehicle WAS available – Miles x .22

_____ (2) Estimated meal reimbursements at a rate of \$46 for each overnight stay.

_____ (3) If hotel accommodations are needed, contacted Ginger Mills to make reservations. Upon checkout, will request an itemized invoice to turn in with travel reimbursement.

_____ (4) If conference registration fees are required, a requisition has been requested to pay for fees.

_____ (5) Other expenses such as taxi fares, car rentals and flights fare have been estimated, if necessary.

_____ Section III is completed with all necessary signatures. If the travel will be paid with Title or IDEA funds, the appropriate Department Director has approved.

_____ If requesting out of state travel, the Board has approved travel request prior to travel.

Form 2 – Travel Expense Reimbursement

_____ Employee name, conference information and travel dates are entered.

_____ All itemized expenses in which reimbursements are being requested are entered and correctly calculated. This includes the appropriate transportation rates and per diems for overnight travel.

_____ Attached appropriate documentation, including, gas receipts (if applicable), mapquest for mileage (if applicable), meal receipts, lodging invoices, conference agendas, and any other receipts for taxi, fares, parking, etc.

_____ Signed off on by all required parties within one week of return date of travel.