

TRAVEL OUTLINE

1. IMPORTANT INFORMATION

- a. All travel requests **MUST** be approved *prior* to the event. If above \$150 (all costs) must a/so be Board approved prior to the event. If a staff member travels to an event without prior approval, the professional day will be *changed to a non-paid day*.
- b. Staff member initiated travel - staff member pays all costs up front, submits receipts, completes Post Travel Report, gets reimbursed **after** travel.
- c. District initiated travel- school/district registers staff member via Purchase Order (PO); staff member incurs all other costs; completes Post Travel Report; gets reimbursed after the event.
- d. It is the staff member's responsibility to notify the Principal about changes and/or event cancellation so that the Substitute and Purchase Order can be cancelled.
- e. If the request is denied at any point, the request form will be returned to the Principal.

2. STAFF MEMBER - Submits Request for Travel Authorization & Registration Form & supporting documentation to **Supervisor or Principal** (as appropriate). Supervisor forwards to **Principal's Office**. If the staff member is going out of state, quotes need to be included and the least expensive mode of transportation will need to be used. Enter request for professional day in AESOP.

3. PRINCIPAL'S OFFICE- Evaluates considering program & budget; approves or rejects request form, determines Travel Account to be charged, writes account on Request Form. Forwards to **Assistant Superintendent's Office**.

4. DIRECTOR OF CURRICULUM'S OFFICE - Evaluates considering program & budget; approves or rejects request form--approves or rejects in AESOP. Forwards to **Business Office**.

5. BUSINESS OFFICE - Reviews, approves or rejects request form; forwards to **Superintendent's Office**.

6. SUPERINTENDENT'S OFFICE -
Requests under \$150 (all costs) - Reviews, approves or rejects request form. Sends back to **Principal**.
Requests over \$150 (all costs)- Reviews, approves or rejects request form. Adds to **BOE Agenda**.

- a. **BOARD OF EDUCATION (if over \$150)** - Reviews & approves or rejects request. After meeting, **Superintendent's Office** returns form to **Principal's Office**.

7. PRINCIPAL'S OFFICE- Returns Request form to Staff Member. Approve or reject as appropriate in AESOP.

8. STAFF MEMBER

- a. Staff Member initiated travel - staff member pays costs up front; submits receipts & Post Travel Report to Accounts Payable; receives reimbursement after travel. School completes purchase order (or pays via petty cash if under \$25).
- b. School or District initiated travel - school or curriculum registers staff member via Purchase Order (PO); issues PO to organization directly. Staff Member submits receipts & Post Travel Report to Accounts Payable.