

# Travel Authorization Instructions



# Policy and Procedures

- Please make sure you have read and understand all the travel policies and procedures. The information is located on Dilley ISD's website.
- Please allow at least two weeks for travel to be approved (as you will see on the following slides, the travel form is very comprehensive).
- Also, please allow enough time for approvals – sometimes approvers are out of the office for several days at a time.
- If the travel authorization form is not complete, it will be returned to you to correct any deficiencies which will slow the process down.
- Your travel authorization form must be approved prior to making any firm commitments.

Enter your name

Enter the date you are completing  
the form

**Dilley ISD**

**Travel Authorization Form**

This form and all necessary documentation **MUST** be submitted before approval will be given.

The form must be completed at least **10 days** prior to the day of travel.

Every person traveling must complete a Travel Authorization Form

Traveler:

Today's Date:

Additional Travelers:

Enter all other staff members who  
will be traveling (for students –  
just the number of students)

Enter your campus or department

Be Specific (Region 20, Effective Strategies for the classroom)

Campus/Department:									
Event Name/Location									
Accomplished obj. of Grant									

This field needs to be completed if being paid with Federal Funds and/or grants. We need to know how attending this event will help you accomplish the goals of the grant. (you may need to seek assistance from your campus administrator)

Will you be leaving from  
Dilley ISD or your home?

Returning from?

Date leaving and date  
returning

Time leaving and time returning

Departure From:				Date:			Time:		am/pm
Return From:				Date:			Time:		am/pm
<b>Category</b>	<b>Detail</b>						<b>Requested Funds</b>		
Registration	Vendor:						\$		
	(Attach Event Registration Form and Schedule)								

If there is a fee for attending, who will the district be  
compensating and how much (Ex. Region 20)

Please attach an agenda for the conference.

Number of miles from place of departure to place of event and back to place of departure. (must attach an electronic map)

Enter the number of days parking will be needed and the rate per day (check policy on valet parking)

Multiply miles times rate and enter the result

Enter the cost for any parking anticipated

Remember to complete the Talent Ed Vehicle Request Form

			<b>Miles</b>	<b>Days</b>	<b>Rate</b>				
Transportation	District Vehicle				\$0.37	\$			
Please request using Talent Ed	Parking					\$			
form, this form does not reserve	Tolls				<b>Estimated</b>	\$			
the district vehicle.	Private Vehicle/Rental				\$0.19/\$0.54	\$			
Flight	Flight (Attach preferred flight schedule - Round trip)					\$			
	Taxes & Fees					\$			

Please review the travel policy prior to taking your personal vehicle

See the Business Office if you are planning on flying

Enter the name of the hotel

Number of  
nights

Rate per  
night

Multiply the number of nights  
by the rate. (need to be aware  
of the travel policy on hotel  
rates and the published rates  
per night)

Lodging	Hotel					\$		
	Taxes (City)					\$		
Traveler Meals	Breakfast				\$9	\$		
	Lunch				\$12	\$		
	Supper				\$15	\$		
See guidelines for allowable meals								
Total Cost of Travel						\$		

Do not pay  
Sales Tax

Grand total of  
all cost

Enter the number of each meal you will be  
requesting. District does not pay for day trip  
meals. Refer to the travel policy on the meals.

Multiply the number of meals requesting  
times the amount per meal and enter the  
result

Campus should verify there are enough funds to allow for the total amount of travel. Central Office shall verify.

All campus travel request should have a CIP Goal and Objective. How will attending the workshop and/or conference help meet your campus improvement plan goals?

Budget Reviewed		CIP Goal and Objective								
Date	Initial	Fund	Function	Object	Sub Obj	Org	Year	Prog Int	%	

Remember itemized meal receipts if grant or Federal Funds are used for expenses

Enter the entire budget code with %'s. Remember that if the hotel amount is in excess of the state rate, then overage must be paid with local general fund monies.



Traveler signs in acknowledgement of Travel Policy.  
Date signed

If travel is being funded with grant and/or federal funds the Director will need to sign and date

Administrative Facilitator will sign and date

Have your immediate supervisor sign and date.

<b>I certify that I have read and accept responsibility for compliance with the DISD Travel Guidelines.</b>										
Traveler:			Date:		Supervisor:			Date:		
Dir. Fed. Program:			Date:		Admin Facilitator:			Date:		
Travel Request Number:			Date:		Superintendent:			Date:		
Date Received in Business Office:										

Date Business Office receives form. Business office will review and ensure all necessary documentation is attached. If not attached, it will be returned for corrections.

Travel is not approved until Dr. McLain has signed and dated.

Questions?

# Settle Up Form

- Once you return, you must complete the Travel Settle Up Form
- The form must be completed within 10 days after travel
- Attach all receipts to the form
- Be sure and have your supervisor sign before turning into Central Office

Enter your name as the traveler

Enter the name of the event you attended along with the location

Date completing form

<b>Dilley ISD</b>									
<b>Travel Settle Up Form</b>									
The form must be completed within 10 <u>days</u> after travel									
Every person traveling must complete a Travel Settle Up Form									
Traveler:							Today's Date:		
Event Name/Location:									
Departure From:					Date:		Time:		am/pm
Return From:					Date:		Time:		am/pm

Enter the place you departed from, the date and the actual time you departed

Enter the place you returned from, the date and the actual time you departed

Attach your certification of completion. If you don't have a certification of completion, attach a listing of trainings attended

Attach any receipts you have for registration fees

The following receipts are attached:				Yes	No	N/A
<b>Registration:</b> (if you hand delivered the check)						
<b>Certificate of Completion:</b>						
<b>Transportation:</b>						
	Parking (not included in hotel receipt)					
	Tolls					
	Other					

Attach any parking receipts. Any other travel expenses you might have

Attach boarding passes, etc. for your flight

Attach your hotel receipt. If traveling with others, you might not have the receipt

<b>Flight:</b>									
	Any additional fees								
<b>Lodging:</b>									
<b>Meals:</b>									
<b>State or Federal Grant Funded:</b>									
(must turn in actual itemized receipts)									

If you are returning with meal money, do not stop at your favorite store and buy excess food just to use up the funds. The receipt will not be allowed. Receipts need to be for meals.

If grant or federal funds paid for your travel expenses, you must turn in actual meal receipts

If funded with local monies, then you need to certify if you used all the per diem for work-related travel expenses

<b>Locally Funded:</b>	<input type="checkbox"/>	I certify that I used all of the per diem for work-related travel expenses.							
(check only one)	<input type="checkbox"/>	I certify that I did not use all of the per diem for work-related travel expenses.							
<b>Other:</b> (please list)									

List any other allowable expenses and attach the receipts

Compare actual expenses to travel advance. If you owe Dilley ISD the amount would go here

Compare actual expenses to travel advance. If Dilley ISD owes you money the amount would go here

<b>Settle Up Due to DISD:</b>			\$			<b>Settle Up Due to Traveler:</b>			\$		
Traveler:				Date:		Supervisor:				Date:	
Business Office				Date:							

Sign and date the form prior to turning into Central Office

The Business Office will audit the travel forms and either collect from or reimburse the traveler

Have your supervisor sign and date the form prior to turning it in to Central Office



Questions?