



Travel Request Procedures

I. Before

A. Leave Report Form

1. Approved by Immediate Supervisor
2. Out-of-state requires GB approval

10 days in advance. If traveling out of state must be on Governing Board Agenda before travel takes place.

B. Travel & Vehicle Request Form

1. Estimated Expense Authorization

1. Use USFR Memorandum No. 176
2. If out-of-state use DOA's reimbursement rate.

C. Requisitions

1. Encumbers funds to pay for registration, accommodations, meals, travel, and mileage.

1. Registration

2. Accommodations

3. Meals

1. The traveler is the vendor for reimbursement of meals.

4. Travel

5. Mileage

II. During

A. Call transportation to schedule vehicle pick-up time.

B. Schedule a credit card with district receptionist

C. Keep all receipts

III. After

A. Return vehicle to Security upon return

B. Complete Travel Expense Claim Form

1. Submit Conference Summary for GB Report

C. Return all receipts to appropriate departments