

**SOUTH TEXAS ISD
SUPPORTING DOCUMENTATION CHECKLIST**

Purchase of Goods/Services

Quote(s)
Approved Vendor Purchasing Cooperative Contract

Travel- Registration

Registration Form/ Documentation: name of conference/workshop, date, location, registration fee, etc.
Prior Absence Form

Travel Advance- Employee Only

Prior Absence Form	Google Map: if requesting mileage (shortest distance)
Travel Advance Form	Board approval (w/ student travel or out of state)
Travel Documentation: name of conference/workshop, date, location, registration fee, etc.	

Hotel- Lodging

Hotel Reservation	Prior Absence Form
Board approval (w/ student travel or out of state)	
Travel Documentation: name of conference/workshop, date, location, registration fee, etc.	

Staff & Student Travel

Prior (staff members attending)	List of students
Board approval (out of district student travel)	Travel Advance Form- Students
Travel Advance Form- Lead sponsor & bus driver	

Travel Reimbursements

Reimbursement Form	Original Receipts: shuttle, taxi, parking, flights, etc.
Prior Absence Form/Certificate of Attendance	Google Map: if requesting mileage (shortest distance)

Mileage Reimbursement

Mileage Form
Google Map/Odometer readings on form
Supporting documentation: (Ex: calendar, certificate of attendance, sign-in sheet, etc.)