

## Traveling on School Business?

### Gather travel information

- How much is the registration? ..... (Be sure to get a copy of the itinerary or agenda)
- Where is the Conference/Event? ..... (If you are staying overnight or have any reimbursable expenses you will need a Travel Authorization Form)
- What are the date(s) of the Conference/Event? ..... (Do you need a sub? Discuss with Supervisor.)
- Will you need a Hotel? How many nights? ..... (Go to [www.gsa.gov](http://www.gsa.gov) for allowable hotel rates per night) Tip: Call Hotel desk for best rate!
- How many meals will you have to purchase during travel? ..... (See Travel guidelines for the updated per diem max allowable rates for Prof & Student Travel)
- How will you travel? School Vehicle or Personal Vehicle? ..... (A Transportation Form is required for the use of a school vehicle)
- Will others be traveling on same days for same purpose? ..... (If others are going you must coordinate travel plans, there is a four per car rule)

### First approach your Principal/Supervisor

Get permission to travel then ....  
Proceed to gathering/filling out the forms. 😊

### Approved? OK...your next step is to complete the forms:

1. Complete the Travel Authorization Form and attach the following (as applicable):
  - a. Student list or roster
  - b. Google map [from work location to destination- overview page only please.
  - c. Hotel GSA rate sheet
  - d. Hotel confirmation or estimate [you may reserve the hotel on your personal card [if needed].
  - e. Per Diem & Mileage Estimate Form [Recommended-not required]
2. Complete the Transportation Form (accessed from the web site) to reserve a school vehicle if needed.

Submit completed forms to your designated **Travel Coordinator**  
**This should be done three weeks prior to departure** (can be done via email or hand delivery).

Good Job! Almost done 😊

### Travel Coordinator will:

- ✓ Verify forms for **completeness and accuracy**
- ✓ Enter a Travel Requisition into Skyward
- ✓ Enter a purchase order requisition if needed for registration.
- ✓ Attach all documents to the requisitions and submit for approval.

**Submission to Business Office should be two weeks prior to Departure.**

Business Office reviews form and once approvals are in place.....You're good to go!

**HAVE A GREAT TRIP!**  
**\*Keep itemized receipts\***  
We will settle up when you return..... 😊