

SANTA FE SOUTH SCHOOLS, INC.



CHRIS BREWSTER ~ SUPERINTENDENT

7000 Crossroads Blvd. Ste. 4000 Oklahoma City, OK 73149

405.601.5742 fax.405.601.5435

www.santafesouth.org

Travel Checklist

Before Event:

- Submit Approved **Conference Request Form** to business office
- Submit purchase requests for travel- Make sure projected expenses (lodging, ground/air transportation, ground mileage, per-diem (varies by state), tolls, luggage, airport parking, conference registration, etc. are correctly calculated.
- Request P-Card (If needed)

Documents for Reimbursement:

- 1- If you attended a conference, submit the following reimbursement documents:
 - a. Your conference agenda
 - b. A copy of the program cover stating the name, date(s), and place of the conference
 - c. All itemized receipts with Expense Report– Original receipts only
- 2- Otherwise, submit all receipts with a copy of the approved PO and expense report.

*All receipts must be signed and dated.

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