

Quick Reference Travel Checklist

NP-G-1

Non Public Pre-Travel Checklist

Checklist for Pre-Travel for Approval	Yes	No
Submit Request for Expenditure through DROPLET 6 Weeks prior and:		
• Pre-Conference Travel Form F		
• Activity, dates, number of participants & estimated cost		
• Attach registration forms complete with names & cost at least 30 working days before the early bird deadline and/or registration deadline, <i>when applicable</i>		
• Out-of-state Travel: Submit the Application for Mileage Reimbursement for Driving Out-of-State (Form H). This is for registrants choosing NOT to fly, <i>when applicable</i>		

- ✓ **Registration fees must be reimbursed to Federal Programs Department if individual does not attend the conference. ***I understand that there are no exceptions. *****

Non Public Post-Travel Checklist

Checklist for Post-Travel for Reimbursement	Yes	No
Documentation is due within 10 school days after end of PD		
Agenda		
Name badge or certificate of completion		
Itemized hotel bill with employee name, \$0 balance, conference hotel rate documentation		
Airline ticket with itinerary that shows name & proof of payment		
Shuttle/Taxi/Uber receipts with driver's signature (if applicable)		
Meal Reimbursement Form		
If registration is paid by individual, a copy of registration form, itemized receipt showing form of payment (statement or canceled check)		

- ✓ **No school reimbursement allowed. Reimbursements made to individuals. An individual can only be reimbursed for one room and/or one airline ticket. Do not reserve or pay for multiple hotel rooms or airline tickets. Credit card must be in employee's name.**
- ✓ **Registration fees must be reimbursed to Federal Programs Department if individual does not attend the conference. ***I understand that there are no exceptions**.***
- ✓ **Out-of-state Travel: The Mileage Reimbursement Form H must be completed by all registrants choosing NOT to fly.**

Please call or email my office, if you have any questions or concerns.

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