

Federal Programs Travel Procedures

School Will:

_____ Submit Requisition

- _____ Attach Registration Information
- _____ Agenda/Schedule
- _____ Attach Signed Pre-Activity Form(s)
- _____ Attach Signed Registration Reimbursement Form
- _____ Attach Signed Hotel Reimbursement Form
- _____ Attach Signed Airline Reimbursement Form (if applicable)
_____ Attach Copy of Driver's License (if flying)
- _____ Send Leave Form(s) to Personnel

Federal Programs Dept. Will:

_____ Receive Purchase Order

- _____ Register employee(s) for the conference
- _____ Pay registration invoice.

_____ Reserve Hotel Room(s) (if applicable)

_____ Book Flight(s) (if applicable)

- _____ Copy Driver's License
- _____ Airline Reimbursement Form

_____ Complete Travel Expense Voucher(s) (if applicable)

- _____ Attach Hotel Confirmation (if applicable)
- _____ Attach Registration Information

Employee Will:

_____ Reconcile travel within **10 days** of returning from training

- _____ Return proof of attendance (name tag, conference certificate, etc.)
- _____ Return zero balanced hotel receipt (if applicable)
- _____ Return original luggage receipt(s) (if applicable)
- _____ Return original shuttle/taxi receipt(s) **to/from the airport** (if applicable)
- _____ Return rental car receipt (if applicable)
 - _____ Return gas receipt(s) for rental (if applicable)
- **Employees should reconcile their travel with LaQuisha Wright in Federal Programs.**
- **Unapproved purchases will not be reimbursed.**

Summer Travel Deadline: April 26, 2024

