

2023-2024 REV. LITTLE EGG HARBOR TRAVEL PROCEDURES

Pre-Board Approval
Travel Pre-Approval
<ul style="list-style-type: none"> • All travel must be board approved, including ETTC-Stockton workshops.
Necessary Forms
<u>Travel Pre-Approval/Justification Form</u>
AESOP Approval Page <ul style="list-style-type: none"> • Must provide details in NOTES <ul style="list-style-type: none"> ○ Name of Workshop
Event Information/Description/Registration
Google Maps (To & From Directions)
Copy of Valid Insurance Card
Travel Information (i.e hotel/airfare)
Post-Board Approval
<ol style="list-style-type: none"> 1. Teacher registers for the event 2. Teacher provides the building secretary with a copy of the registration information or email. 3. Registration PO is created by applicable department 4. Building secretary creates PO for travel reimbursement after workshop attendance
<u>LEHSD Post Travel Form</u> <u>LEHSD Travel Reimbursement Voucher</u>
If no reimbursement involved, only the Post Travel Form is returned to the Department Secretary

All travel must be submitted by the end of the month prior to the upcoming monthly Board meeting!

Kindly use the forms linked in this document. Previous versions of the travel forms will no longer be accepted or approved.

STEP BY STEP GUIDE BELOW

Step by Step Guide: Building's Paying for Registration & Reimbursements

1. Staff Member wishing to attend:
 - Speaks to the building Principal for verbal permission to attend.
 - Principal decides if they can pay for registration and/or travel fees. If so, this process continues.
2. Staff Member
 - Fills out [Travel Pre-Approval/Justification Form](#)
 - Give it to the Main Office Secretary.
3. Main Office Secretary
 - Obtains Principal's signature & copies the registration information for their records.
 - Send the packet to Cindy Barton.
4. Business Office
 - Sends to the Superintendent's Office for signature.
 - Cindy Barton puts on the agenda for Board approval.
5. After Board Approval:
 - Packet is returned to the staff member.
 - Registration is completed (**Staff Member must complete the registration and provide a copy to the main office secretary**).
 - Main office secretary completes the Registration PO.
6. Staff Member attends workshop.
7. Staff Member
 - Completes [Post-Travel Form](#) and [Voucher](#) and adds to the original pre-approval packet with receipts (if applicable).
 - The entire packet is turned into the Main Office for travel reimbursement.
8. Main office secretary completes Reimbursement PO
 - All information is given to the Rita Taliaferro by the Main Office Secretary

Step by Step Guide: Curriculum/Technology/Special Services is Paying for Registration and/or Reimbursement

1. Staff Member wishing to attend:
 - Speaks to the Building Principal/Director of Curriculum, Technology or Special Services for verbal permission to attend.
2. The building will pay for travel and the appropriate department will pay for registration
 - Registration & Reimbursement
3. Staff Member
 - Fills out Travel Pre-Approval/Justification Form
 - Give it to the Main Office Secretary.
4. Main Office Secretary
 - Obtains Principal's signature, provides the travel account number, and checks paperwork for accuracy and proper documentation.
 - Sends packet to Cindy Barton
5. Business Office
 - Sends to the Superintendent's Office for signature and Board Approval.
 - Cindy Barton puts on the agenda for Board approval.
6. After Board Approval:
 - Original Packet is returned to staff member.
 - Registration is completed (**Staff Member must complete the registration and provide a copy to the main office secretary**).
 - Business Office, Technology or Special Services Office Secretary completes Registration PO
7. Staff Member attends workshop.
8. Staff Member
 - Completes [Post-Travel Form](#) and [Voucher](#) and adds to the original pre-approval packet with receipts (if applicable).
 - The entire packet is turned into the Main Office for travel reimbursement.
9. Main office secretary completes Reimbursement PO
 - All information is given to Rita Taliaferro by the Main Office Secretary.