Clarksdale Municipal School District

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 Airline Reimbursement Form (If applicable)
    - o _____ Attach Copy of Driver's License (If flying)
- _____ Send Leave Form(s) to Personnel

School Will:

_____ **Receive Purchase Order**

- _____ Register employee(s) for the conference

_____**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 zero balanced hotel receipt (if applicable)
- _____ Return luggage receipt(s) (if applicable)
- _____ Return shuttle/taxi receipt(s) (if applicable)
- _____ Return rental car receipt (if applicable)
    - o _____ Return gas receipt(s) for rental (if applicable)