

SOUTH SAN ANTONIO ISD

PROCEDURES: TRAVEL CHECKLIST

To ensure compliance with Board Policy, the following checklist has been developed to aid the traveler. In addition, training for travelers shall be provided on an annual basis during face-to-face training sessions or by providing training resources on the district's website.

Traveler Checklist:

Preparation:

- Review Travel Guidelines (September 2017)
- Obtain copy of training/conference brochure to verify the registration fee and deadline(s)
- Verify that funds exist in your campus and/or department budget

Before the Trip (submit documentation, as applicable, to campus/department secretary):

- Submit a completed copy of the travel event registration form and Schedule of Events
- Submit a copy of the hotel reservation confirmation with the estimated charges
 - Personal credit is used to make hotel reservations
- Submit the preferred flight information and estimated charges (2 quotes required)
 - District credit card will be used to book flight
- Submit a copy of the rental car reservation preference with the estimated charges
 - Purchasing department will make reservation based on the traveler's request
- Submit the GSA lodging and per diem rates for destination location
- Submit a MapQuest printout with the anticipated total miles to be driven to/from the travel event
 - 4-person per car rule or equal reimbursement distribution among drivers
- Submit an on-line iTCCS requisition for all anticipated travel expenditures. **(Campus/department secretaries shall complete for campus/district-based travelers)**
 - A separate requisition is required for each vendor. For example, if a traveler's anticipated expenses include a flight (paid by district credit card), registration (payable to TEPSA), lodging, meals and mileage (payable to traveler), and car rental (Enterprise), 4 separate requisitions should be submitted to each vendor, i.e. Wells Fargo Bank, TEPSA, the traveler and Enterprise.
 - Registration, flight, and lodging requisitions may be submitted for multiple travelers attending the same event. The name of each traveler must appear on the requisition.
 - All requisitions must reflect the event, city of travel, date(s) of travel, traveler(s) and budget code(s).
 - Supervisors will approve the request electronically through the iTCCS system and forwarded to the Purchasing department for final approval.

Note: All Pre-Trip activities must be completed before a check can be issued by the Business Office. Please plan ahead to ensure that all deadlines are met.

During the Trip:

- In the event that the trip is extended due to extenuating circumstances such as weather or other delays, contact your immediate supervisor and the Business Office to request additional funds and an extension in the authorized travel dates.
- Obtain a certificate of attendance

After the Trip (as applicable):

- Complete and submit a Travel Settlement form **within 10 business days of the trip**
 - Attach receipts for all transportation (taxis, shuttles, rental cars, etc)
 - Attach the hotel receipt (Occupancy taxes for Texas hotels will not be reimbursed)

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- Document the “actual cost of work-related meals on the settlement form and return excess funds, if any within 10 business days of the travel event
- Attach registration receipt, if provided
- Attach parking receipts, if any
- Travel expenditures shall not exceed the district travel rates
- Submit any excess funds if a travel check was issued to the traveler (a receipt will be issued by the business dept.)

ENJOY YOUR TRIP!!!