

Types of Travel

Types of Travel Type of Travel	Definition	Travel Approval Process	Registration Fee Payment Process
Local travel within the metro	Travel not requiring an overnight stay or the use of public transportation	Supervisor permission	Department/School pays via P-Card or voucher entered into PeopleSoft
Local travel outside the metro	Travel not requiring an overnight stay or the use of public transportation	Submit forms through PeopleSoft's employee self-service	Department/School pays via P-Card or voucher entered into PeopleSoft
Non-local travel	Travel requiring an overnight stay or the use of public transportation	Submit forms through PeopleSoft's employee self-service	Department/School pays via P-Card or invoice entered into PeopleSoft
No cost to the district	Travel that is paid for by the individual traveler or by another organization	Submit forms through PeopleSoft's employee self-service	N/A