

Pre- Travel Check List	Yes	No
Request for Expenditure for FP 100/700 include Activity, dates, number of participants, estimated cost, & hotel conference room rate		
Page from SWP / Flipping Arrows (only applicable for schools)		
Preconference Travel Form FP 500-2		
Submit Registration form complete with names, cost and Principal's signature at least 6 weeks before the early bird registration and or deadline		
Approved permission to travel – Entered into Aesop Example of Notes to Administrator: (include all travel dates; number and answer all “7” questions) (1) Name of Event (2) Destination – hotel, city, state (3) Date (s) of Trip – Abbreviate months, example – Mar, Nov, Dec (4) Indicate Fund that is paying for trip (5) Sub Needed – Yes or No (6) If sub is needed – who is paying for the sub, example – School or CPSB or Grant (7) Benefit to School System (see Updated Travel Approval Procedures)		
(Out of State Only) Superintendent Request for Conference Travel - CPSB S-538 for each person traveling		
Driving Out-of-state Travel: The mileage reimbursement form must be completed by ALL REGISTRANTS choosing NOT to fly . Submit Form CPSB S-505 along with approved travel AESOP to Wayne Foster, Director of Internal Auditing.		
Federal Programs Travel Advance Request Form FP 500-4 (airfare & hotel only) Submit no later than one month (30 school days) before trip Attach approved AESOP, airfare receipt, hotel conformation, proof of hotel conference rate, agenda, and (OUT OF STATE Superintendent approval letter) If applicable		
Use Governmental Emp. Hotel Lodging Sales/Use Tax Exemption Form CPSB S-518 when checking into hotel (Only Louisiana hotels accept this form)		

Post- Travel Check List	Yes	No
Paperwork is due within 10 school days of trip		
Expense Voucher Form CPSB S-536 – completed, signed, and dated (Home Address Must be Included) Must be original legal size- No Copy (If applicable enter travel advance amount)		
Approved permission to travel – Entered into Aesop Example of Notes to Administrator: (include all travel dates; number and answer all “7” questions) (1) Name of Event (2) Destination – hotel, city, state (3) Date (s) of Trip – Abbreviate months, example – Mar, Nov, Dec (4) Indicate Fund that is paying for trip (5) Sub Needed – Yes or No (6) If sub is needed – who is paying for the sub, example – School or CPSB or Grant (7) Benefit to School System (see Updated Travel Approval Procedures)		
(Out of State Only) Superintendent Request for Conference Travel – CPSB S-538 with signature for each person traveling (if applicable)		
If registration is paid by individual, a copy of registration form, itemized receipt showing form of payment, statement, or cancelled check		
Itemized hotel bill with employee name, \$0 balance, conference hotel rate documentation		
Parking Receipt (if applicable) please tape any receipts to a sheet of paper		
Airline ticket/e-ticket, baggage receipt that shows name & proof of payment or Driving Out-of-State Mileage Reimbursement or Form CPSB S-505 with Mr. Foster’s signature (if applicable)		
Shuttle/Taxi receipts with driver’s signature (if applicable) please tape any receipts to a sheet of paper		
Meal Reimbursement Form CPSB S-504		
Agenda		
Attach advance deposit printout (if applicable)		

******* Registration fees and/or travel advances must be reimbursed to Title 1 if individual does not attend the conference. I understand that there are no exceptions *******

******* No school reimbursement allowed. Reimbursements made to individuals. An individual can only be reimbursed for one room and or airline ticket. Do Not reserve or pay for multiple rooms or airline tickets. Credit card must be in employee's name.*******