

DALLAS ISD TRAVEL



01

TRAVEL APPROVAL

Obtain pre-approval and confirm funding for travel expenses with Supervisor.

TRAVEL ARRANGEMENTS

Contact travel agency and obtain reservation quote.

02

03

EXPENSE REPORT

Submit the appropriate Oracle iExpense report to request travel expense prepayment/cash advance.

TRAVEL EXPENSES

Keep receipts and supporting documentation secure and organized for reconciliation/reimbursement.

04

05

RECONCILIATION

Submit the appropriate Oracle iExpense report to reconcile the prepayment/cash advance within 20 days after returning.