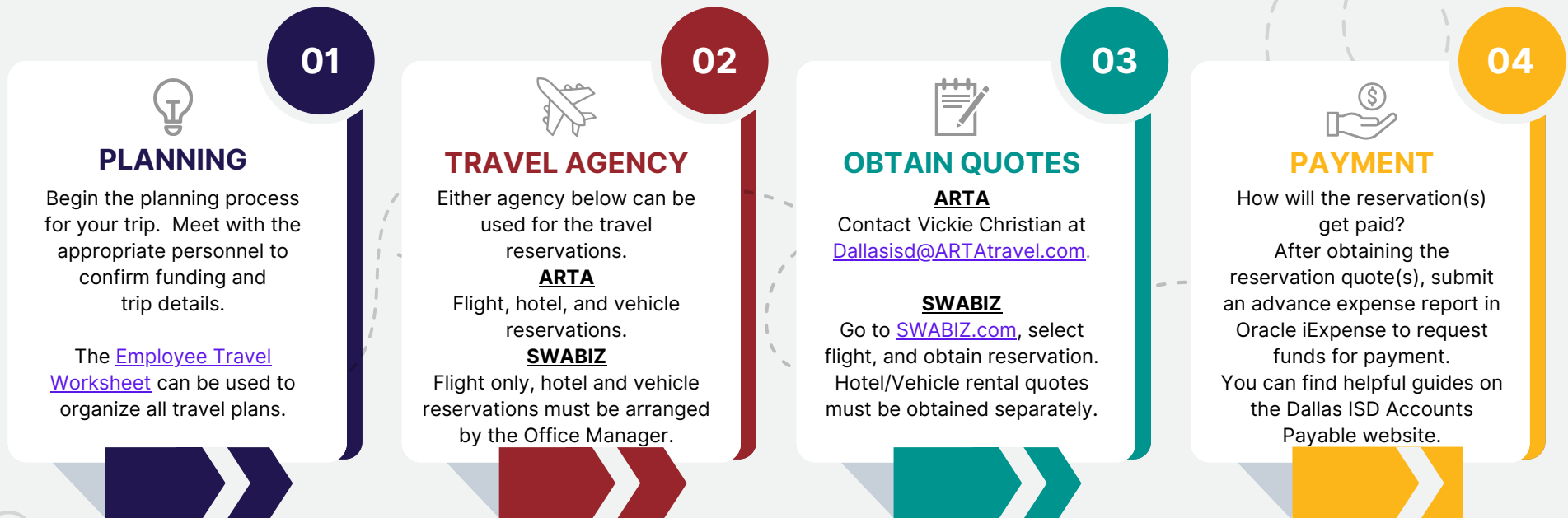


EMPLOYEE TRAVEL

RESERVATION PROCESS

When traveling for work related purposes, an employee may submit an expense report in Oracle iExpense to receive funds for travel expenses.

The following process may be used to request travel reservations and prepayment funds.



<https://www.dallasisd.org/departments/accounts-payable/travel-and-reimbursements>