



Directions to complete the Travel Pre-Approval Workbook

Worksheet Tab	Steps
Pre-Approval Form	1. Enter information in the cells highlighted in green. 2. Download and save a copy of the complete conference agenda. 3. Move to Flights Tab.
Flights	1. If a flight is needed, please fill out all cells highlighted in green. 2. If no flight is needed, please proceed to the next applicable worksheet tab. 3. Please attach a flight quote.
Hotel	1. If a hotel is not needed, please proceed to the next applicable worksheet tab. 2. If a hotel is needed, enter all hotel and nightly rates listed in the conference agenda. 3. Fill out all the cells highlighted in green.
Meals	1. Fill out all cells highlighted in green.
Mileage	1. If there is no mileage to be claimed, please move on to the next applicable worksheet tab. 2. If you are claiming mileage, please fill out the cells highlighted in green.
Travel to PHX Airport	1. If there is no expense to be claimed at PHX Airport, please move on to the next applicable tab. 2. If you are seeking reimbursement for parking related expenses at PHX airport, please fill out the cells highlighted in green.

For additional assistance, please contact: bs-travel@kyrene.org