

Out-of-District Travel Procedure

Approval Requirements: All out-of-district travel involving an overnight stay requires prior authorization from the **Campus Principal** and/or **Superintendent**. Upon approval, the Business Manager will issue an official confirmation email containing all required travel forms.

STEP 1: ENTER PURCHASE ORDERS IN ASCENDER

Prior to departure, you must submit three (3) distinct Purchase Orders (POs) in Ascender for administrative approval using the standard vendor naming conventions below:

EXPENSE CATEGORY	ASCENDER VENDOR NAME	GUIDELINES & REIMBURSEMENT DETAILS
Lodging	Hotel-Credit Card	Secure a reasonably priced room rate before entering the PO request.
Meals (Employee Only)	[Employee Name]	Enter an estimated amount based on the standard \$53.00 per day per diem rate. <i>Note: Meal receipts are not required upon return for employee-only per diem.</i>
Meals (With Students)	Restaurant-Credit Card	A district credit card may be used. Enter the estimated total cost for student and supervisor meals. Detailed receipts are mandatory.
Fuel	Gas on Card	Enter an estimated fuel expense required for the duration of the trip. Itemized receipts are mandatory.

STEP 2: POST-TRAVEL DOCUMENTATION CHECKLIST

Upon returning to the district, complete and submit the following required items to the **Business Office** to complete reconciliation:

- ☐ District Credit Card (if issued)
- ☐ Fuel Receipts
- ☐ Itemized Hotel Receipt
- ☐ Meal Receipts (Required *only* if students traveled)
- ☐ Out of District Travel Request Form