

Guidelines for Traveling at District Expense

All forms must be submitted at least two weeks prior to trip

Submit a **Travel Authorization Form** to Principal/Director

*Conference registration, hotel & meal requests are included in this form
(Employee will receive confirmation of approval via email)

Submit an **Online Transportation Request**

*When using school vehicle, obtain gas credit card before departure

Submit a **Travel Reimbursement Form** with required documentation within seven days of return

*Conference/Workshop Agenda

*Hotel Receipt

*Gas credit card receipt