

# Travel Checklist

Preparation: *(As far in advance as possible)*

- Review District Travel Policy & Procedure
- Obtain and review copy of training/conference brochure to verify registration fee and deadline(s). Travelers may be held personally liable for late registration charges
- Verify that funds exist in your campus and/or department budget

Authorization:

- Complete and submit an electronic Travel Authorization Form (CHALK) – it will route to your Secretary or Supervisor – upload student lists, hotel reservations, conference registration if applicable.
- Verify that the final approval has been made on your request before proceeding to the next phase

Submission

- Submit transportation request via EZ Bus for a district vehicle
- Submit Credit Card Request if you will need a gas card for a district vehicle.
- Submit requisitions in Skyward Finance for the following
  - Lodging – Citi Bank Travel Card = Purchase Order
  - Registration Fees = Purchase Order (PO) if accepted (always ask if they take a PO). If they do not, contact the Business Office for further instruction.
  - Staff Meals = Direct Pay to Employee (Local only – Federal will be reimbursed actual expenses after travel with receipts) (Direct Pay)
  - Student Meals = Direct Pay made out to Sponsor Employee (Direct Pay)

Before You Leave – Pick up the following from the Business Office

- Pick up gas card and student or staff meal advance check.
- Have students sign the Receipt of Student Travel Advance Form – if applicable (this form will be included with your student meal check).

After the Trip:

- Complete and submit a Travel Expense Report within 5 business days of return
- Attach all receipts for Lodging (Texas state taxes will not be paid by GISD, CHECK ALL RECEIPTS)
- If Federally Funded – attach all meal receipts (detailed receipts). Excess meal expenditure, sales tax and tips will not be reimbursed.
- Attach registration receipt, parking receipts, Student Travel Advance form, if applicable
- If funds are due employee - Campus/Department Finance Support Staff will prepare Direct Pays as applicable
- If funds are due GISD – Travel Expense Report will be submitted to Payroll by Business Office for next payroll run.

If you have questions regarding what to do when planning individual or group travel please contact the Business Office @ 817-408-4015 or 4032 for Assistance.

ENJOY YOUR TRIP!!!