

### **SCHOOL BUSINESS IN STATE TRAVEL CHECK LIST**

Fill out **Short Leave of Absence** and sign it.

Give to **Principal or Department Head** for approval

**If expenses are requested**, send Short Leave to Accounts Payable

**If expenses are not requested**, file.

If requesting a **Travel Advance** (section D on Short Leave), send Approved Short Leave to Accts.Payable before the 10th of the month prior to travel.

Prepare Advance Payment Request form to pay **Registration**

Make **hotel** arrangements if necessary-hold with personal credit card.

**During the week before travel**, If requested, pick up the Travel Advance from the Disbursing Office Room 403 at the Ad Building

Within 15 days **after the trip** turn in a Travel Expense Report with appropriate itemized receipts.

### **SCHOOL BUSINESS OUT OF STATE TRAVEL CHECK LIST**

Fill out **Short Leave of Absence** and sign it.

Give to **Principal or Department Head** for approval

Send to **Area or Assistant Superintendent** for approval. Request them to forward to Accounts Payable.

**Expenses or Not, send to Accounts Payable**

If requesting a **Travel Advance** (section D on Short Leave), send Approved Short Leave to Accts.Payable before the 10th of the month prior to travel.

Make **airfare** arrangements with Andavo Travel 303-694-3322

Make **hotel** arrangements-hold with personal credit card or send Advance Payment Request form made out to the Hotel.

Prepare Advance Payment Request form to pay **Registration**-send to Accounts Payable to be paid

**During the week before travel**, If requested, pick up the Travel Advance from the Disbursing Office Room 403 at the Ad Building

Within 15 days **after the trip** turn in a Travel Expense Report with appropriate itemized receipts.