

AUBURN SCHOOL DISTRICT – TRAVEL
BUSINESS OFFICE TRAVEL PROCESS

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| Pre-Travel | Staff prior completed, signed by a cabinet member. Include estimated cost of all travel expenses and identify account codes. Accounts must be funded. | |
| Pre-Travel | After the staff prior has been approved, a copy for out-of-state/overnight travel is required in Ryan Foster's office to go to school board for approval 5 weeks prior to travel. | |
| Pre-Travel | Enter requisition for a purchase order for the estimated cost of hotel, airfare, and meal costs. | |
| Pre-Travel | After purchase order has been approved, a travel card can be checked out from Purchasing to reserve accommodations and pay for airfare. | |
| Pre-Travel | Airfare and receipts for hotels need to be turned in to Purchasing in the travel envelope within three (3) school days. The envelope is to be verified, have account code(s) and approval signatures. | |
| Pre-Travel | Let the Business Office know you plan to pick up a travel card. The card can be picked up no more than three (3) days prior to departure. | |
| | Obtain itemized receipts for the travel charges. Receipts must show names, dates, last 4 digits of the travel credit card number and total costs. | While Traveling |
| | Collect detailed receipts for travel expenses. Request restaurants to provide an itemized, detailed receipt (not a receipt with just the total amount.) Hotel folios need to be the final cost showing a -0- balance. Receipts are documented on travel envelope. Receipts are collected in the envelope. | While Traveling |
| | Within three (3) days of return from travel: 1) Verify all receipts and amounts for accuracy. 2) To supervisor for signature, verifying information. 3) To budget administrator for signature, verifying information. 4) To Cabinet Member for signature. Return the travel card and envelope to Purchasing. | Post-Travel |