

## Traveling at District Expense

- Submit a **Travel Authorization Form** online.  
**This must be submitted at least two weeks prior to trip.**  
\*Conference registration, hotel & meal requests are included in this form.  
You may call the business office for a credit card to reserve your hotel room upon approval. (Employee will receive confirmation of approval via email.)
- Submit an **Online Transportation Request**  
\*When using a school vehicle, obtain gas credit card before departure.
- Departure  
\* Bring a copy of your approved travel authorization form to the business office in order to check out a district credit card for your hotel expense.  
Print a hotel tax exempt form from the district website, or request one from the business office.
- Submit a **Travel Reimbursement Form** with required documentation within seven days of return. Be sure to include ALL expense related to your trip.  
\*Conference/Workshop Agenda  
\*Hotel Receipt  
\*Gas credit card receipt