

NZISD TRAVEL REQUEST PROCEDURES

1. Discuss (or email) why you want to go to a conference/workshop/training with your direct supervisor. Teachers/paraprofessionals are to ask their respective Principal, athletic related events are to be discussed with the Athletic Director, and all others should be discussed with Superintendent.
2. Upon verbal or email approval, fill out the appropriate expense report. There are separate expense reports for staff only travel and travel with students. You are to provide an ESTIMATE of the cost. The event/training fee is separate from the travel report.
 - a. STAFF ONLY TRIPS
 - i. If a school vehicle is available (suburban or van) and you choose NOT to take it, there will be NO PERSONAL MILEAGE REIMBURSEMENT.
 - ii. Lodging must be paid with a school credit card. If for some reason there is an issue with a school credit card, you may use your personal one and the school will reimburse you. You can also call the Business Manager, who can usually handle the payment over the phone with the hotel or will call the credit card company.
 - iii. Overnight trips – The school prefers you travel with a school credit card just in case there are any issues.
 - iv. Meals are on a per diem basis. The school will write you a check before the trip. NO RECEIPTS ARE REQUIRED TO BE TURNED IN.
 - b. STUDENT TRAVEL – upon trip approval, all expenses will be paid with a school credit card
 - i. Form is for overnight trips such as sport playoff games, FFA/FCCLA competitions, etc.
 - ii. Amounts on form are to help estimate the cost of the trip.
 - iii. Detailed meal receipts must be turned in along with any other credit card receipts.
3. Have the form physically signed by the appropriate direct supervisor.
4. Turn in signed form to Business Office.
5. Business Office will notify you upon approval. *You will be responsible for separately submitting a vehicle request form.*
6. Make the necessary arrangements to register for event and reserve lodging. If a credit card will be accepted for registration/reservation, then obtain one from your supervisor or the Business Office. Lodging should exclude state sales tax, be sure you have a Hotel Tax Exemption form. Be sure a receipt is emailed to yourself so that you can then forward it to the Business Office.
7. IF YOU ARE UNABLE TO ATTEND, please notify your supervisor immediately so that we can either get a refund or send someone else in your place. If a substitute or refund cannot be obtained, you will be responsible for the event fee through a payroll deduction unless there is a valid reason.
8. One to two weeks before event, remind Business Office if you need either a per diem check or a credit card.
9. Day before event or day of, obtain school credit card and/or vehicle keys.
10. Upon return if applicable, turn in school credit card, receipts, and/or vehicle keys.

BEFORE YOUR EVENT, YOU MUST HAVE APPROVAL FOR PAYMENT/REIMBURSEMENT