

TRAVEL REIMBURSEMENT CHECKLIST

Out of Town Travel – Appendix C

- All travel must have a completed and signed Appendix A - Authorization to Incur Travel Expenses Form
 - One for each traveler, signed by the traveler, their supervisor and the Superintendent - **prior to travel date**
- A completed and signed Appendix C - GCSD Voucher for Reimbursement of Travel Expenses should accompany all expenditure reimbursement requests
 - One for each traveler, signed by the traveler, their Supervisor, Asst Superintendent (if needed), and Superintendent
- A printed map for the computation of mileage (drop down box states driving distance), such as the official state road map issued by the Department of Transportation at <https://www.fdot.gov/statistics/hwydata/intercity.shtm>.
- A copy of agenda for meetings or conferences
- Itemized copies of receipts (hotel, rental car, gas, tolls, etc., even if the expenses were charged on a District Credit Card)
- Copies of checks (if registration or hotel was paid for using a District check)
- Copy of Appendix E (Head Start) or Appendix F (District Office) if you are claiming mileage for Avis Rental Pickup/Drop off.

Reimbursements cannot be made until all supporting documentation is received by the Purchasing Clerk.

Local / In-District Single Day Travel – Appendix D

- Copy of District Mileage Map (Appendix E - Head Start, Appendix F - District Non-Head Start, or Appendix G – Maintenance)
- If you are visiting a site not on an approved District Mileage Map or more than one site, provide a printed map for the computation of mileage (drop down box states driving distance), such as the official state road map issued by the Department of Transportation at <https://www.fdot.gov/statistics/hwydata/intercity.shtm>.
- Completed In-District Travel Form, Appendix D signed by the traveler, their Supervisor, Asst Superintendent (if needed), and Superintendent.

Reimbursements cannot be made until all supporting documentation is received by the Purchasing Clerk.