

## BENTON COUNTY SCHOOL DISTRICT TRAVEL PROCEDURES

What to do before you travel...

1. Complete the pre-authorization to travel form (this is for all employees who do not have access to complete a requisition)
  - Obtain all needed information before submitting the form for approval
  - You will need to complete page 2 to determine the entire cost of your travel
  - Submit form to building principal/superintendent for approval, whichever applies
  - Submit form to bookkeeper to start the requisition process
  - After a PO has been issued, you may proceed to book travel needed
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***IF YOU HAVE ACCESS TO COMPLETE A REQUISITION, YOU DO NOT HAVE TO COMPLETE THE PRE-AUTHORIZATION TO TRAVEL...YOUR APPROVED REQUISITION IS YOUR AUTHORIZATION***

2. Booking a hotel...
  - Please contact the business office by emailing Dr. Hall ([rhall@benton.k12.ms.us](mailto:rhall@benton.k12.ms.us))
3. Registration Fees
  - You may now register only if you have a PO# for registration
4. Reimbursement for travel
  - This process is done only after you return
  - Please complete the online reimbursement form
  - Submit form to building principal/superintendent for approval, whichever applies
  - Attach all supporting documents/ receipts
  - Submit form to bookkeeper to start the reimbursement process
  - The bookkeeper will forward to the central office for processing.

***No funds will be paid for travel that is not approved with a PO in place BEFORE you travel.***

***You may be financially responsible for any travel taken without prior authorization.***