

Greenville Public Schools
Staff-AFTER Travel Checklist

Instructor

Meeting/ Conference

Date of Meeting/ Conference

The following items must be completed and submitted to the Building Administrator/Site Director **two (2) school days** after returning from travel for each individual traveling: (Failure to do will result in disciplinary action)

_____ 1. GSPD Travel Expense Voucher (use amounts and items from Travel Approval & Requisition form)

_____ 2. Yellow and Blue copies of purchase order signed and dated by employee (sign in front of Secretary)

_____ 3. Copy of Hotel Bill with \$0 balance

_____ 4. Rental Car receipt

_____ 5. Copy of agenda of meeting/ conference

_____ 6. Copy of GSPD Request for Field Trip Approval & Transportation Request (field trips only)

_____ 7. Copy of event registration

_____ 8. Copy of meal receipts (field trip –students only)

_____ 9. Any other travel supporting documents

_____ 10. Make a copy of ALL paperwork submitted BEFORE submission for your own records.

All of the above items have been completed and submitted.

Instructor Signature

Date Submitted

Building Administrator Signature

Date Submitted

TRAVEL EXPENSE VOUCHER

GREENVILLE PUBLIC SCHOOLS

GREENVILLE, MISSISSIPPI

IN ACCOUNT WITH
GREENVILLE PUBLIC SCHOOLS

Actual expenses incurred on trip for or on behalf of the Greenville Public Schools,
Greenville, Mississippi.

FOR TRIP TO _____

DATE OF TRIP _____

PURPOSE OF TRIP: _____

EXPENSE SUMMARY

	Total
1 Transportation	\$ -
2 Meals.....	\$ -
3 Hotel Bill(Attach Bill).....	\$ -
4 Registration.....	\$ -
5 Pre Travel Expenses Paid.....	\$ -
6 Expenses Accrued.....	\$ -
(Ex: gas, resort fees, registration not paid, luggage fees, etc)	
(ATTACH AGENDA, HOTEL INFORMATION, ETC.) TOTAL TRIP COST	\$ -
7 Total Amount Reimbursed to Employee.....	\$ -

SIGNED _____

DATE _____

APPROVED _____