Greenville Public Schools

Staff- **BEFORE** Travel Checklist

_____	_____	_____
Instructor	Meeting/ Conference	Date of Meeting/ Conf...

The following items must be completed and submitted to the Building Administrator/Site Director four (4) weeks before travel for each individual traveling:

_____1. GPSD Travel Approval & Requisition (Excel format)

- All "Transportation Type" will be Rental unless authorized by Director
- A rental car must be used for 1-3 day trips. Prior to returning the rental car to Enterprise, take the car to Maintenance shop to be refueled (even if after hours). All rentals are expected to be returned within the approved rental time.
- There will be only one (1) mileage per diem payment per trip for every three (3) individuals traveling on the same trip and using the same funding code. In cases where this is a gender mix, additional mileage and hotel will be permitted.
- Meal allowances are not given for 1 day trips
- Return of this form with Superintendent's signature documents approval for travel. Trips are not to be made without receiving this completed form.

_____2. Copy of Hotel Reservation with confirmation number, if applicable

- There will be a two person (same gender) occupancy per room if attending the same conference.

_____3. Copy of Registration including name of organizations, address, and fee.

_____4. Copy of agenda of meeting

_____5. Copy of Employee Verification Statement (get from Secretary)

_____6. Special Absence Form (MUST include GTC goal and strategy for training)

_____7. 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 Received

GREENVILLE SCHOOL DISTRICT **Travel Approval & Requisition** Date of Request:

(Type in gray boxes) At least 3 weeks prior to conference date

Must be accompanied with Hotel Reservation, Proposed Agenda and Registration Confirmation

One form per employee traveling

Employee Name:

Address:

Phone Number:

GPSD Location:

Place/Conference:

Purpose:

Date of Departure: Date of Return:

Substitute required? *YES* *NO*

If yes, enter # of days: days x = (based on retired sub) = Maximum Sub Cost

Transportation Type					Amount
Personal Auto	0.70	x		total miles	$ -
School Auto					$ -
Flight (attach reservation)					$ -
Rental (attach reservation)	$39.00	x		days	$0.00
Bus (attach reservation)					
Commuting with:	Employee Name:				$ -
Transportation Total					$ -

Check for Personal Vehicle Use

Meals

	Breakfast		Lunch		Dinner		Max Daily Total	Daily Total
IN-State:	16	+	19	+	28	=	**$63**	
Out-of-State:				see travel clerk				
Date:								
								$ -

PO#

Hotel

PO#

Name *Address*

Registration Fee

Name *Address*

Total Request Amount $ -

Expenditure Code

I am requesting funds from The Office of Federal Programs on this school related travel. ( ) yes ( ) no

I am not requesting any reimbursement on this school related travel. _____

Signature & Date

If approved, a Purchase Order will be issued in the employee's name and returned to the employee.

The PO serves as the permission to travel. It is the responsibility of each employee to make sure their travel is approved before they travel.

	Signatures	***Date***	***Approved***	***Denied***
Requestor			( )	( )
Principal/Supervisor			( )	( )
Federal Programs Director			( )	( )
Asst. Superintendent			( )	( )
Business Manager			( )	( )
Superintendent or Designee			( )	( )

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