

Sunflower County Consolidated School District Travel Guidelines

Pre-Travel

Complete a Travel Authorization Request Form (Form-Travel 1). Attach a copy of the conference proposed agenda/registration or notification of the conference and Request for Leave Form. The form must have an appropriate expenditure code and signatures to be processed (Mr. Randy Ball for federal funds and Mrs. Andrea Parker for exceptional ed). All other funding sources submit directly to the Curriculum/ Professional Development Department at the administration building. You will receive a copy of the Travel Authorization Request Form after it has been approved by the Superintendent.

Once approval is granted the following steps are completed:

- 1) Enter a requisition in Integrity for Conference Registration. Submit the requisition with the conference registration confirmation, conference proposed agenda/registration or notification of the conference attached. Also attach an EPLS if paying with federal funds.
- 2) Enter a requisition in Integrity for hotel reservation. Submit the requisition with the hotel reservation confirmation attached. The attachment must include the confirmation number and a detail of the stay listing per night rate and a total amount for the stay. Also attach a copy of the meeting agenda and an EPLS if paying with federal funds.
- 3) Enter a requisition in the name of the employee for transportation costs, meals and incidentals if applicable in Integrity. Attach a mapquest printout for mileage verification from place of work to conference site and home to conference site. You will be reimbursed for the shorter distance.

The Directors of the department for which funds are paying the travel must sign the travel requisition.

- The requisitions must be submitted to Mr. Randy Ball if paying with federal funds and Mrs. Andrea Parker if paying with Exceptional Ed funds. All other funding sources are submitted to Ms. Vilinda Mitchell, District Accountant.
- Copies of the Purchase Orders will be submitted back to the schools/sites, authorizing travel. If you do not receive a purchase order, do not travel.

Post-Travel

Complete an Invoice for Reimbursement for Travel Expenses (Form-Travel 2). The following must be attached to the invoice:

- 1) Yellow copy of PO signed by employee
- 2) Conference Agenda
- 3) Hotel bill with \$0 balance
- 4) Out of District Professional Development Feedback Form (Form-Travel 3).
- 5) Any other travel supporting documents, i.e. incidental receipts

A separate PO will be issued to the Conference Vendor and Hotel. These costs will be paid and mailed prior to travel when timely requests are made and approved. If requests are untimely made and approved, and a check was printed prior to travel, the employee will need to pick these checks up from Accounts Payable. If requests are untimely made and approved, but a check was not printed prior to travel, the employee will have to pay for their expenses and be reimbursed, with proper documentation, after the travel.

It is the responsibility of each employee to make sure their travel is approved and have a PO BEFORE they travel. Travel made without a PO will not be reimbursed.