

# Travel Information

1. **Complete the Request for Travel/Professional Development Funds form and get authorized signatures.** Documentation about the conference/activity must accompany this form (brochure, email, webpage, etc.) The completed form needs to be at the district office prior to travel. *Requests for reimbursement of travel expenses will not be processed without this form.*
2. **Register for the conference/activity.** The information you have regarding the conference should tell you how to register---by email, fax, online, etc. Many times this can be done with a purchase order, which is the preferred method. If not, please contact Shelli Carl at the district office for assistance.
3. **Make motel reservations.** Contact Shelli Carl at the district office to assist with motel reservations. The district typically requests a “government” rate or a special conference rate. Be sure to turn in your motel receipts (guest folio) to the district office.
4. **Submit timely Request for Reimbursement form.** After returning from your conference/activity, please submit a Request for Reimbursement form for your mileage, meals (must be itemized) and any conference registration fees, parking fees, etc. Receipts must be attached. Please submit request to the district office within 10 working days of the conclusion of the trip.
5. **Please be prudent!** Board policy states that persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business.
6. **If you need help---ASK!** If you have questions, concerns or specific circumstances regarding your travel, please contact Shelli Carl at the district office. She will be glad to help you!
7. **Credit Card Use.** Please note that due to state ethics laws, the district prohibits the use of personal credit cards that provide any kind of incentives or rebates such as accrual of travel mileage, cash rewards, etc. while traveling on approved district business. **You will NOT get reimbursed for any items (meals, parking fees, etc.) purchased on your personal credit card with incentives.**