

**GRANGER SCHOOL DISTRICT #204
TRAVEL REQUEST FORM**

PRIOR APPROVAL REQUIRED

Instructions: Per Policy 6210

1. Please complete this request and submit with signatures of approval to the business office at **least ten (10) days in advance** of the date on which you plan on traveling.
2. Out-of-state travel requires school board approval (except for Portland, Oregon). In order to be on the board agenda, **the request must be submitted one (1) month prior to travel.**
3. Attach agenda or flyer from meeting/workshop/conference, etc.
4. Attach a list of students attending (if applicable).
5. If requesting an advance travel check, please complete the other side of this form.

Name: _____ Today's Date: _____

Destination: _____ Mileage Estimate: _____

Purpose of Travel: _____ Date(s) of Travel: _____

Program(s) to be charged: _____

Name(s) of passenger(s) who will accompany you: _____

Lodging:

Phone: _____
Fax: _____

Registration:

Phone: _____
Fax: _____

Estimated Cost: School Vehicle (0.655/mile)	\$ _____
Private Vehicle (0.655/mile)	\$ _____
Flight (if applicable)	\$ _____
Lodging (attach requisition)	\$ _____
Meals (attach requisition)	\$ _____
Registration (attach requisition)	\$ _____
Substitutes cost (if applicable)	\$ _____
Extra Pay (if applicable)	\$ _____
Miscellaneous	\$ _____
Total Cost	\$ _____

Prior approval
required before
registration and
travel arrangements

Approval - Principal/Supervisor _____ Date _____

Approval - Director of Business & Operations _____ Date _____

Approval - Director of Federal Programs _____ Date _____
Assessment & Curriculum

Approval - Superintendent _____ Date _____

School Board - Date Approved _____

GRANGER SCHOOL DISTRICT #204

Travel Request Instructions

Step 1: Complete the Travel Request Form

- Fill out the Travel Request Form at least 15 to 20 days before your planned departure.
- If multiple employees are attending the same event at the same location, you can use one form. Remember to attach the staff list.

Step 2: Out-of-state Travel Approval

- If you are traveling outside the state, you need School Board approval.
- Submit your request for out-of-state travel two months in advance. **Note:** Travel to the Portland area does not require School Board approval.

Step 3: Submit the Necessary Documents

- Email/attach all required paperwork, such as event flyers and agendas, along with your travel request.

Step 4: Include All Costs on the Travel Request Form

- Provide details of anticipated expenses, including substitute costs, meals, registration fees, mileage, lodging, flights, and any additional applicable costs.
- Remember, expenses **NOT** pre-approved on the Travel Request Form will not be reimbursed.

Step 5: Approval Notification

- Once your travel request is approved, you will receive an electronic copy of the APPROVED travel request.

Step 6: Requisitions for Hotel & Registration

- After approval, complete the Requisition form and Purchase Order (PO).
- Make sure to include the following information on the PO: email address, traveler's name, conference/workshop names, dates, hotel names, and locations.
- Use the correct account code. (Professional Development should be charged to activity 31).

Step 7: Advance Travel Funds

- If you need advance travel funds, please refer to the **Advance Travel Check Instructions**.

Step 8: Complete and Approved Requisition

- Once your requisition is complete and approved, a Purchase Order (PO) will be issued.
- Ensure all necessary information is provided on the requisition to avoid delays in approval.

Step 10: Sign Off and Return the Green Copy of the PO

- You will receive pink and green copies of the Purchase Order.
- After attending the conference, sign off on the green copy of the Purchase Order.
- Return the signed copy to Charla Graff.

If you have any questions or need assistance with the travel request process, please contact the appropriate department for support.

ADVANCE TRAVEL CHECK REQUEST

When you need to stay overnight for three or more nights during your travel, you can request advance travel funds for meals. **IMPORTANT NOTE:** All travel must be pre-approved before a Purchase Order can be issued for registration and lodging.

Step 1: Complete the "Request for Advance Travel Check".

- Fill out the form and sign it.
- Attach supporting documentation to the signed form.
- Submit the form to Gloria Ramirez.
- Submit the form at least one week before your travel.
- Your check will be available for pick-up (with Charla) two days before your trip.

Step 2: Per Diem Amounts

- Per Diem amounts for meals are based on the county where your training is located.
- Please refer to the GSA map for the applicable rates.

TRAVEL EXPENSE CLAIM

Step 1: After Your Return

- Include the amount you received in advance and any other costs.
- Submit the form within ten days of your return, as per Board Policy 6213P.

Step 2: Complete the "Travel Expense Claim Form"

- Visit informedk12.com to access the form for reimbursement of travel expenses.
- Receipts are not required for meals.
- However, original receipts are necessary for taxi/shuttle/Uber, car rental, lodging, and parking expenses.

Step 3: Reimbursement Guidelines

- Only expenses pre-approved on the Travel Request form will be reimbursed.

Step 4: Submission Deadline

- Completed forms received at the district office by the 10th of the month will be processed for payment at the end of the same month.

If you have any questions or need assistance with the advance travel check or travel expense claim process, please contact the appropriate department for support.