

## Travel Checklist

All travel, whether in- or out-of-state must be pre-approved by the Grants & Federal Programs Department, and the Superintendent must also pre-approve all out-of-state travel. Therefore, travel vouchers should be submitted **at least six weeks prior** to the travel dates so that signatures can be secured in a timely manner. Registration and airfare should not be paid by the school until travel is approved. Travel vouchers are available on the JPS website. From the homepage, select Departments → Teaching and Learning → Grants and Federal Programs → Scroll to the bottom.

Please refer to the checklist below for the appropriate documentation that should be attached to the travel voucher for pre-approval and the required documentation to be submitted after travel is complete.

### Prior to Travel for Pre-Approval E-mail to Title I Coordinator

ATTACHMENT	✓
Travel voucher (with top portion and left column of estimated expenditures completed, signed in blue ink by employee traveling, and signed by principal or by EDPP if principal is traveling)	
Completed registration for attendee	
Conference overview	
Airfare estimate (if applicable) <b>for coach/economy class only</b>	
Hotel estimate (if applicable)	
School-wide plan page with corresponding activity	
Partially completed substitute form (if applicable)	
Pre-Approval Request Form (top portion completed)	

### After Travel is Complete for Final Approval **Account Clerk Uploads to TRA account**

ATTACHMENT	✓
Travel voucher (with right column of actual expenditures completed)	
Invoice for registration or registration payment documentation	
Name badge of attendee	
Conference agenda	
Airfare receipt indicating exact payment (if applicable)	
Itemized hotel bill with zero balance (if applicable)	
Receipts for taxi, baggage fee, parking (if applicable)	
Copies of all checks the school wrote for reimbursement of any travel expenses	
Fully completed substitute form (if applicable)	
Preapproval Request Form (bottom Reimbursement Request portion completed)	