TRAVEL CHECKLIST

Before Travel

Authorization & Approval

☐ Ensure travel purpose complies with district policy and budget restrictions
☐ Review reimbursement requirements and allowable expenses
☐ Confirm conference/training/meeting registration, travel dates, and itinerary
☐ Verify funding source (general fund, grant, categorical program, etc.)
☐ Obtain supervisor/manager approval for travel

Registration & Reservations

☐ Register for conference/training/meeting *(check for pre-payment)*
☐ Reserve hotel at identified conference hotel if applicable *(check for pre-payment)*
☐ Arrange airfare (if applicable) according to district policy *(check for pre-payment)*
☐ Arrange ground transportation (rental car, shuttle, rideshare, public transit)
☐ Retain all supporting documents: conference agenda, reservations, receipts, etc.

Documentation & Travel Authorization Request (TA)

☐ Combine all supporting documents into on PDF file for the TA
☐ Submit TA in PeopleSoft at least 2 weeks before travel

During Travel

☐ Save the conference agenda/program
☐ Save all itemized receipts for all reimbursable expenses *(no receipts for meal per diems)*
☐ Save the itemized hotel folio, boarding passes, rideshare receipts, parking receipts, etc.
☐ Save mileage documentation if using a personal vehicle
☐ Follow district spending limits
☐ Follow district rules regarding conference provided meals and when to claim per-diem
☐ Document business purpose for unusual expenses

After Travel

☐ Submit Travel Expense Reimbursement (ER**)** in PeopleSoft within 10 days after travel
☐ Verify expenses match approved TA
☐ Attach all required receipts
☐ Attach conference agenda/program
☐ Include mileage documentation (if applicable)
☐ Identify any personal expenses and exclude them from reimbursement
☐ Return unused cash advances via ER or personal check (if applicable)