

What Forms Do I Need When I Travel?

Note: Turn in paperwork at least four weeks before travel.

In addition to this document, please satisfy any additional requirements required by your site.

1. For In-State Travel with Registration, mileage, subs or liability only:

- ✓ For subs only - Do Released Time Form
- ✓ If Registration Fee - 1. Do a requisition (include backup)
2. If sub needed, do a Release Time form
- ✓ For mileage - use district mileage form
- ✓ For liability only - (out of city, with no sub or any expense) Do Release Time form

2. For In-State travel with expenses OR all Out of State travel complete:

<u>Employee Only</u>	<u>Employee Traveling with Students</u>
↓	↓
<ul style="list-style-type: none"> • Released Time (fill-in justification here) • Flyer or brochure about conference • Budget Breakdown Worksheet • Provide Backup with estimates for all expenses on Released Time-(airline, hotel, all other expenses) 	<ul style="list-style-type: none"> • Released Time (fill-in justification here) • Flyer or brochure about conference • Budget Breakdown Worksheet • Provide backup with estimates for all expenses on Released Time (airline, hotel, all other expenses) • Itinerary • List of participating student names • Student Permission Slips • Transportation Request (Form 953 and 954)

Additional Forms Needed	Additional Forms Needed
↓	↓
<ul style="list-style-type: none"> • Requisition for Registration (with backup) • Requisition for Hotel (with backup/include confirmation and note if the hotel will accept a purchase order) • Contact Travel Agency if needed (attach quote) 	<ul style="list-style-type: none"> • Requisition for Registration (with backup) • Requisition for Hotel (with backup/include confirmation and note if the hotel will accept a purchase order) • Contact Travel Agency if needed (attach quote) • Requisition for Per Diem should include the following: <ul style="list-style-type: none"> ✓ Payable to teacher \$24 per day per student (breakout on Requisition – ✓ \$6 breakfast, \$8 lunch, \$10 dinner) ✓ List of travel dates on Requisition ✓ Student names on Requisition or attached to Requisition ✓ Copy of approved student travel/ transportation request form ✓ Requisition for Shuttle (use vendor who accepts our purchase order)

Pertinent Information

1. TUSD District Travel Agency is Rio Grande Travel One (722-7300)
2. Arizona Department of Administration Travel Guidelines link is <http://www.gao.state.AZ.us/travel/> (lists per diem rates)
3. Hotel rooms must be shared if two or more of the same gender are traveling together, unless medical issues, etc.
4. Use hotels suggested on conference brochure for best rates. Include hotel confirmation with backup. Do not add 10% contingency if locked in. Do NOT obligate the district until travel is approved.
5. Registration fees and substitutes should not be listed as an expense on Release Time.
6. Include mileage if other expense on release time.
7. Submit paperwork **four** weeks or more before the trip to allow sufficient time to be processed. Students traveling on overnight trips must have adult chaperone of same gender traveling with group.
8. Travel dates and expenses must align with actual conference time and dates, unless special circumstances or prior approval.
9. New! a) Release Time form and b) Explanation of Expenses Worksheet – located on CTE Website under Budget Forms.
10. On (DECA) AIA trips Leadership Team 6 (Dr. Macklin) still wants Release Time as normal.
11. If you choose to drive, TUSD cannot reimburse you for mileage that exceeds the cost of an airline ticket. Please provide a quote for an airline ticket.
12. To be reimbursed for a meal, it must be a meal of substance that includes protein.
13. For per diem you can be reimbursed for breakfast if you leave Tucson at 6:00 a.m. or earlier. Dinner is reimbursed if you arrive back in Tucson at 6:00 p.m. or later.
14. You must be outside the 50 mile radius of travel to claim per diem or hotel.
15. TUSD will not reimburse you for car/van rental insurance. It is your personal choice to purchase insurance for a rental.

16. You can only receive reimbursement for items listed on Released Time form and only up to total amount listed on this form.

Expense Claim

When travel has been completed; submit a Travel Expense Claim form for reimbursement.

- Attach a copy of the approved Released Time form (signed by Superintendent)
- Attach backup information showing conference and designated hotel.
- Breakout reimbursement expense individually on each day of travel (ex. per diem)
- Attach original hotel invoice (even if it is paid by a purchase order showing zero balance)
- Attach flight schedule
- Attach all other original receipts (food receipts are not needed)
- List the address and city where conference is being held
- List odometer miles if you drove.

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