

# Tornillo ISD Travel Checklist

## *Things to do Before and After Your Travel Event*

---

To ensure compliance with federal, state and local travel guidelines, you should follow this checklist.

### Preparation:

- ☐ Obtain Travel Authorization (Travel Request Form).
- ☐ Obtain copy of training/conference brochure to verify registration fee and **deadline(s)**
  - **Travelers may be held personally liable for late registration charges.**
- ☐ Verify that funds exist in your campus and/or department budget

### Before the Trip:

- ☐ Submit a Trip Request form – It will route to your supervisor.
  - A district-owned vehicle will be assigned to Authorized Drivers only.
  - Verify that the Superintendent has approved your request before proceeding with travel forms, travel arrangements, etc. Expenses for non-approved trips will not be subject to reimbursement.
- ☐ Complete and submit a Travel Authorization Form to your supervisor.
- ☐ Attach preferred flight information and estimated charges, if appropriate. (Flight will be purchased by the Business Office for the most economical route and schedule to meets the travel plans.) Costs associated with deviations from the required travel plans, such as pre or post personal days shall be paid by the traveler. Refer to the in-state and out-of-state travel rates section for specific flight reimbursement rates. **(Plane fare)**
- ☐ Obtain the total hotel expense per night (including all taxes, surcharges, etc). Hotel occupancy taxes in the state of Texas will not be subject to reimbursement to the traveler. It is the traveler's responsibility to present a Hotel Occupancy Certificate to the hotel at the time of registration. The Hotel Occupancy Certificate can be found on the district's Business Webpage or the State Comptroller's Website. **(Lodging)**
- ☐ Attach a copy of the training/conference brochure. The brochure should include the start and end date of the conference, location, and registration fee to support the travel expenditures. **(Registration Fee)**
- ☐ Indicate the number of days for meals (total number of meals advanced will be based on whether meals are provided by the event. Remember to adjust the requested amount for meals if the conference/workshop will include any meals. If meals are provided as part of the event, reductions should be made in accordance with the district Travel Guidelines. The 1<sup>st</sup> and last day of travel meal allowance should be adjusted to reflect the actual amount of travel/work time. Refer to the in-state and out-of-state travel rates section for specific maximum meal allowances for staff. **(Meals)**
- ☐ Attach a list of students to support the number of meals requested for co-curricular or extra-curricular events, if applicable. Refer to the in-state and out-of-state rates section for specific maximum meal allowances for students. **(Meals)**
- ☐ If requesting mileage reimbursement for driving a personally-owned vehicle, obtain the total miles to the destination using MapQuest. Tornillo ISD does not reimburse for mileage driven within El Paso County. The weblink is located on the Business web page or at [www.mapquest.com](http://www.mapquest.com). **(Mileage)**
- ☐ Attach a copy of the completed registration form if required by the workshop/conference sponsor. A copy of the registration form will be sent with the payment to the sponsor. **(Registration)**
- ☐ Enter the budget code number(s) to cover all estimated expenses. **Note: Federal or state funds used for travel may not exceed the maximum travel rates as noted on the GSA schedule (refer to in-state and out-of-state travel rates); therefore, a general fund account number(s) for the excess amounts must also be included on the form.**
- ☐ Supervisors should sign the travel form and forward to the Superintendent for final approval.
- ☐ After Superintendent approval, the original form shall be processed by the campus secretary for payment of a travel advance.

# Tornillo ISD Travel Checklist

## *Things to do Before and After Your Travel Event*

---

**Note: All Pre-Trip activities must be completed before a check can be issued by the Business Office. Please plan ahead to ensure that all deadlines are met.**

### **During the Trip:**

- ☐ In the event that the trip is extended due to extenuating circumstances such as weather or other delays, contact your immediate supervisor and the Business Office to request an extension in the authorized travel dates.

### **After the Trip:**

- ☐ Complete and submit a Travel Settlement form **within 5 days of the trip**
- Attach receipts for all transportation (taxis, shuttles, rental cars, etc)
  - Attach the hotel receipt (Texas state taxes will not be reimbursed)
  - Indicate the “actual” cost of meals. Excess per diems over the actual costs must be returned to the district with the travel settlement form
  - Attach registration receipt, if provided
  - Attach parking receipts, if any
  - Travel expenditures shall not exceed the maximum travel limits
- ☐ Submit any excess funds if a travel check was issued to the traveler (a receipt will be issued by the campus/dept.)
- ☐ Submit any requests for reimbursements for travel expenditures that were not included in you travel check, or were unanticipated. A check will be issued to traveler after reviewing and approving the Travel Settlement.

**The travel checklist had been reviewed and approved:**

\_\_\_\_\_  
Campus Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Principal

\_\_\_\_\_  
Date