



AUBURN SCHOOL DISTRICT - TRAVEL

Business Office Travel Process

Pre-Travel

COMPLETE STAFF PRIOR AUTHORIZATION FORM

Staff prior completed, signed by cabinet member. Include **all** travel expenses and identify budget code for payment. **Accounts must be funded**



AFTER AUTHORIZATION FORM HAS BEEN APPROVED

For out of state/overnight travel, provide a copy of the authorization form to Ryan Foster's office for school board approval. **Must be completed 5 weeks before travel.**

ENTER A REQUISITION IN QMLATIV

Enter a purchase order for the estimated cost of hotel, airfare, and meal costs. Please issue the PO to Vendor: **US Bank Travel Cards**

TRAVEL CARD CHECK-OUT FROM BUSINESS OFFICE

After your PO has been approved, a travel card may be checked out from the purchasing office to reserve accommodations and pay for airfare.

RECEIPTS FOR AIRFARE/HOTELS

Airfare/Hotel receipts need to be turned into Purchasing, in the provided travel envelope, within (3) school days. The envelope will need budget administrator approval and appropriate account codes.

CARD CHECK OUT PRIOR TO DEPARTURE

Let the Purchasing Office know you plan to pick up a travel card for travel. Travel cards can be picked up no more than (3) days prior to departure.

During Travel

PER DIEM REIMBURSEMENT

After your PO has been approved, a travel card may be checked out from Per procedure **6213P**, credit cards will not be used for meals while traveling. Meals will be reimbursed based on the IRS travel rate for the location of travel. Receipts are not required for meals being reimbursed. Receipts are required for Hotel, Parking, Taxi Fare, and Tolls.

Post Travel

RETURN FROM TRAVEL

Within three (3) days of return from travel:

- Verify all required receipts/amounts for accuracy
- Complete Travel & Expense Claim form for reimbursable expenses. After budget administrator signature, place in travel envelope
- Forward fully signed envelope to Purchasing office for payment processing



For additional questions, please contact the Purchasing Office (253) 931-4970.