



**Checklist for travel funded through
Carl Perkins Grant, Spaceport GRT, & Secondary Instruction**

All travel must be approved by the Director of Secondary Instruction 14 business days prior to the date of departure.

Travel Checklist

I. Before your trip:

1. *Request for Funding* form submitted to Secondary Instruction.
 - The form may be e-mailed, faxed, or brought to the Instruction Office. You will receive a copy with a date stamp or an e-mail confirmation.

Once you have received the approved *Request for Funding* form:

2. For travel during the school year:
 - a. Ask the school secretary to enter an e-Par into Visions for the dates of the conference. Include the funding source for the substitute, if necessary.For travel during the summer:
 - b. The Secondary Instruction office will enter the e-Par and create an EHA or summer contract, as necessary. Make sure all information is filled out on the *Request for Funding* form.
3. Fill out a *Leave Request Form*.
 - Include the date and time of departure and return.
 - In section 3:
 - Do not fill out the dollar amount.
 - Check the fees that you have been approved to be reimbursed for on the *Request for Funding* form.

II. On your trip:

1. If you have been approved for **actual expenses**, save all receipts for meals, lodging, taxi/shuttle, baggage fees, mileage to airport, airport parking and any other approved expenses incurred.
2. If you are being paid **per diem**, you need only to keep receipts for taxi/shuttle, baggage fees, mileage to airport, airport parking and any other approved expenses incurred.

III. After your trip:

1. Fill out a *Travel Reimbursement Form*. Get appropriate signatures on the form.
2. Attach receipts for approved expenses to the form and send to Gerry Ortega in the Instruction office within 7 business days of return.