

Instructions for In-District Travel Form

1. Name of the person traveling; do not use nick-names.
2. You may use the last four digits of the social security number. This is especially important when there are persons with the same name within the district.
3. Date is the date the form is completed.
4. School/Department is the location within the district where the check will be sent.
5. Dates Covered should include the earliest and latest date covered (should not cover more than one month).
6. Record each trip, one trip per line on the form. Include the date, origination, destination, reason for trip, and the mileage driven.
7. If needed, use more than one form but include the total miles from all forms for the Total Mileage on the top form and staple the pages together.
8. Multiply the Total Mileage by the Rate (be sure to allow for rate changes as they occur) to get the Total Amount (this should be the total amount due from all pages if more than one).
9. Provide an active account number. If the number is not set up, contact the appropriate person in Finance to set it up for you.
10. The employee and Principal/Supervisor must both sign the form. Delegations of Authority **will not** be authorized to sign for any type of reimbursement.
11. A check will be processed through Accounts Payable and sent to the location indicated on the form via the pony.
12. Send the form to Finance **by the 10th** of the following month of the dates covered. ESE and Technology must submit forms monthly. All other schools and departments may submit on a quarterly basis with the following submission dates:
 - i. March 31st due April 10th
 - ii. June 30th due July 25th
 - iii. September 30th due October 10th
 - iv. December 31st due by January 10th