

## Travel – Out of State Procedure

All out of state travel for staff development will have the final approval of the Superintendent. Please be sure to follow the guidelines below to make sure arrangements can be finalized without delay. **Do not use staff development card for out of state travel.** All conference registration, hotel registration, and airfare will be paid for by the purchasing department.

- 1) The school/department will verify that funding is available for the entire trip (Airfare, Conference Registration, and Hotel Reservation). It is advised that a buffer of up to 50.00 for potential price increases due to the approval process.
- 2) The school/department will fill out the Out of State Travel Request form.
- 3) The school/department will have the conference registration submitted on the Staff Development Travel Expense Form. **Do not use the staff development card to pay for the conference registration.** Please attach the conference agenda to the form.
- 4) The school /department will submit the Staff Development Travel Expense Form (one for hotel registration and one for airfare) for approval.
- 5) The following is the approval flow (signatures required) for the Out of State Travel Request form and the three Staff Development Travel Expense Forms:
  - a) Principal or Immediate Supervisor
  - b) SSO (Schools only)
  - c) Title 1 (If applicable)
  - d) Chief Officer – Responsible for obtaining The Superintendent’s approval.
  - e) Superintendent.
- 6) Purchasing will process and pay for trip upon The Superintendent’s approval. Hotel and flight prices are subject to change. If the price changes, the department/school will be notified prior to booking. Purchasing will email confirmations and flight itinerary to the school treasurer/department and send a hard copy via courier.