

Ketchikan School District

Travel Forms and Instructions

Board policy requires the superintendent's approval for all trips. Travelers are responsible for completing these forms in a timely manner.

1. Authorization for Non-Student Travel

Complete this form first. List all travelers attending the conference or meeting so that the superintendent can approve the trip just once. If more than five people are traveling, list them on a separate sheet of paper. This form must be signed by the administrator in charge of the project or travel budget and your building principal.

Most of the travel costs (airfare, hotel, conference registration fees, etc) can be approximated from information obtained on the internet. Be sure to print this information and attach it to the Authorization Form. Also attach a Leave Form signed by your building principal for administrative leave for the days you will be required to be away from your job. Please submit all of these forms to the accounts payable department of the business office.

Please don't confirm any travel plans until approval has been received by the Superintendent, otherwise you risk not being reimbursed for your expenses if the trip is not approved.

2. Travel Requisition(s)

As soon as you receive travel approval, go ahead and confirm your airfare, hotel reservations, conference fees, etc. Provide copies of this information, along with confirmation numbers when appropriate (hotel reservations, etc) to the business office as soon as possible. You should attach this information to the Travel Requisitions form provided. If all travel is within Alaska, the business office will issue purchase orders for the hotel reservations and conference fees, if applicable (taxes are not charged if the District pays for lodging directly to the hotel). The business office will also issue a check to you to reimburse your airfare and to advance your \$40/night per diem allowance, which covers all meal expenses, along with \$10 for the ferry.

Upon completion of your trip a request for reimbursement of any additional unforeseen expenses directly related to your travel for the district can be submitted to the business office. To do this, please attach any back-up receipts to a Travel Requisition that has been signed by the administrator in charge of the project/travel budget and submit this information to the business office for approval and processing.