

Greenville Public Schools
Staff- **BEFORE** Travel Checklist

Instructor

Meeting/ Conference

Date of Meeting/ Conf...

The following items must be completed and submitted to the Building Administrator/Site Director four (4) weeks before travel for each individual traveling:

- ____ 1. GPSD Travel Approval & Requisition (Excel format)
 - All “Transportation Type” will be Rental unless authorized by Director
 - A rental car must be used for 1-3 day trips. Prior to returning the rental car to Enterprise, take the car to Maintenance shop to be refueled (even if after hours). All rentals are expected to be returned within the approved rental time.
 - There will be only one (1) mileage per diem payment per trip for every three (3) individuals traveling on the same trip and using the same funding code. In cases where this is a gender mix, additional mileage and hotel will be permitted.
 - Meal allowances are not given for 1 day trips
 - Return of this form with Superintendent’s signature documents approval for travel. Trips are not to be made without receiving this completed form.
- ____ 2. Copy of Hotel Reservation with confirmation number, if applicable
 - There will be a two person (same gender) occupancy per room if attending the same conference.
- ____ 3. Copy of Registration including name of organizations, address, and fee.
- ____ 4. Copy of agenda of meeting
- ____ 5. Copy of Employee Verification Statement (get from Secretary)
- ____ 6. Special Absence Form (MUST include GTC goal and strategy for training)
- ____ 7. Make a copy of ALL paperwork submitted BEFORE submission for your own records.

All of the above items have been completed and submitted.

Instructor Signature

Date Submitted

Building Administrator Signature

Date Received