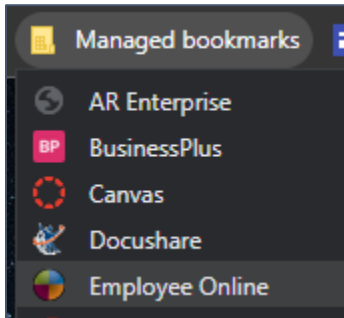
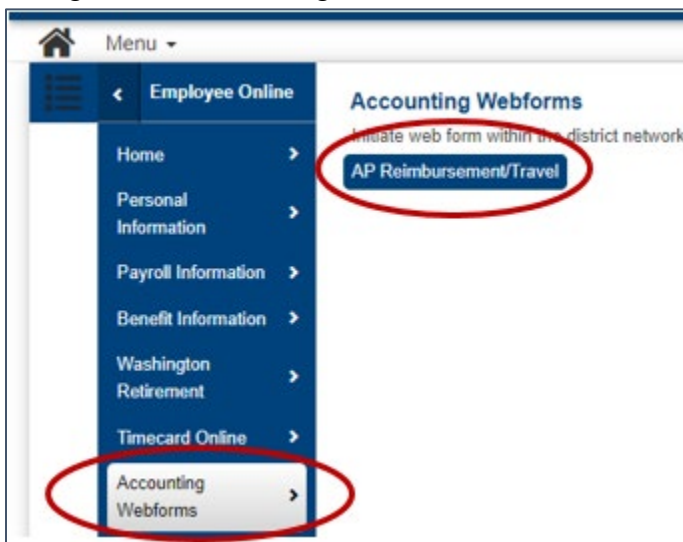


The travel approval process is required for ALL travel. Each request MUST be approved before purchasing any items required for travel. Out of state travel requests are signed by the district superintendent, so adherence to all steps below is very important.

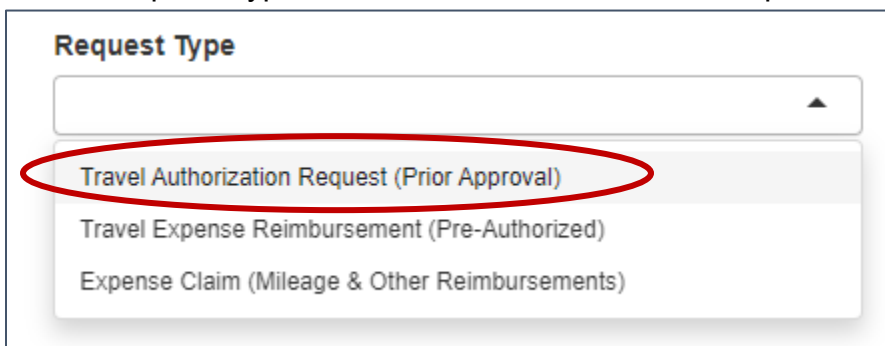
1. Log into [Employee Online](#) – you can find it in the managed bookmarks tab



2. Navigate to Accounting Webforms, then to AP Reimbursement Travel



3. Under Request Type - select Travel Authorization Request



4. Use the form to add all details of your trip including (if necessary). Note, Items not included on your original travel request cannot be claimed on the corresponding reimbursement form.
 - Registration fee - even if paying via a CTE PCard, this expense MUST be on your travel request
 - Mileage to and from the event
 - Mileage two and from the airport
 - Any uber/dino/lyft/taxi needed to travel to your event or lodging only
 - Lodging fees - even if paying via a CTE PCard, this expense MUST be on your travel request
 - Airfare or train - even if paying via a CTE PCard, this expense MUST be on your travel request
 - Baggage fees
 - Airport parking
 - Per diem meal stipend ([see board procedure 6213P for details](#))
5. After submitting the Travel Approval in Employee Online, complete the [CTE Professional Learning Opportunity Request](#). This helps us know more about the opportunity and what your plan is to share your learning with others.
6. Once submitted, please wait until final approval before making travel arrangements. This includes purchasing tickets, transportation, etc., if needed.
7. If you will be absent during the school day, please work with your Office Manager to put in your absence for the Job Related absence reason.
(You will not be able to use this reason but your Office Manager can and should help put this in for you.)

IRROF: iReady Reading Oral Fluency/RAN
JOB RELATED CERT (Enter Course Title in Notes to Admin)
ILIRY DUTY - FORM REQUIRED
8. Send a copy of your travel request approval to [Shama Desarda](#).
9. Within 15 days of returning, you can log into Employee Online, navigate to Accounting Webforms - AP Reimbursement Travel, and select the request type Travel Expense Reimbursement option.
 - Be sure to ONLY request reimbursement for items you paid for, and your meal stipends.
 - **Do NOT request reimbursement for items paid via CTE PCard.**
 - Attach ALL your receipts before submitting them.
 - Again, items not included on your original travel request cannot be claimed on the corresponding reimbursement form.