

T-3 Travel Checklist

	Complete demographic information and last four of SS# (Enter your name as it appears in Skyward)
	Complete Schedule of Expenses and Itinerary of Traveler (Be sure the dates and times of departure and return are correct)
	Attach approved T-2 (Make sure T-2 has ALL required Signatures)
	Conference or Meeting Agenda/Schedule of Events
	Sun Travel Airline Itinerary - Not boarding pass (column B)
	Avis/Budget Rental Car Receipt (column B)
	Hotel receipt given at check out (not hotel reservation confirmation)
	Conference registration receipt
	Receipts for toll/parking/taxi/baggage (receipts should be taped to a sheet of paper)
	Itemized gas receipts (must show date, price per gallon and total charge, receipts should be taped to a sheet of paper)
	Certificate of Completion if issued by Class/Conference/Meeting
	Request for Purchase Order form and copy of check if paid by Internal Funds
	Credit Card Statement and check stub if paid by Internal Funds Credit Card
	Rental Car Cost Analysis form if driving a personal vehicle. Mileage is always city to city, not door to door. (Traveler will only be reimbursed for the most economical means of travel.)
	Calculate your meals not provided by the conference (If needed utilize the Reimbursable Meals Calculation Worksheet available on the Accounting Operations Website)
	Budget Coding (Check for accuracy as incorrect coding will delay your refund)
	Travelers Signature, Title and Date
	Supervisor's Signature and Date

Once completed, send the T-3 with all attachments to the Assistant Superintendent's office for approval.

If a trip is funded by a department other than the school or department you work for, the School Finance Specialist or Secretary will forward the T-3 to the appropriate department for approval. **(T-3's of Principals must go to the Directors of Elementary, Middle or High School Education)** Your T-3 must be signed by the supervisor of the department funding your trip. That department secretary will forward your T-3 to the Assistant Superintendent's office for approval.

To expedite the approval/payment process, please do not send Travel forms directly to the Travel Department. They must be approved by the Assistant Superintendent of Curriculum first.

It will also speed up the reimbursement process if backup submitted is in the order it appears on this checklist.

Helpful hints for itemizing expenses:

Column A - All expenses paid by a District Purchasing Card within your department or school

Column B - Always Sun Travel and Car Rentals if reserved through the Travel Dept

Column C - Paid by your schools Internal Funds

Column D - Expenses personally paid by the traveler