



## SFISD TRAVEL CHECKLIST



**Before:** (MUST be fully approved prior to trip)

- Complete a Travel Form (*Located on SFISD website- Departments/Business/Accounts Payable & Travel*).
- Submit all travel information through the Skyward at least 2 weeks before travel.
- Attach all necessary documents related to travel request
- Contact Jennifer Walton if you need to request a PCard or for a temporary increase.
- Request a district vehicle through transportation if necessary.
- Take a copy of the Hotel Tax Exempt form
- Take a copy of the Texas Sales Tax Exempt form

**During:**

- Keep your ITEMIZED receipts if requesting reimbursement
- Keep your Proof of Attendance (name tag, conference ID, hand out, etc)

**After:** (Within 30 business days of your trip)

The following should be scanned and attached to the Skyward Employee Expense Reimbursement Request.

- Proof of Attendance
- Original Hotel Receipt
- Itemized Receipts
- MapQuest printout for mileage reimbursement
- Other Receipts for unforeseen expenses such as Uber or Taxi

**Remember! Travel must be completed and all necessary documentation must be included in order to avoid delays. Also, time off and sub request should be submitted during the approval process.**

Please contact Lindsey Crockom if you have any questions regarding travel or expense reimbursements. 409-925-9025 or [lindsey.crockom@sfisd.org](mailto:lindsey.crockom@sfisd.org).