

Traveler's Checklist

	PRIOR TO TRAVEL
	Fill out required travel forms. (See District's Travel Guidelines Manual)
	Obtain approval to travel *In county travel must be approved by immediate supervisor. *Out of county/state travel must be approved by immediate supervisor. *Project Manager approval is also required when using federal funds to pay for travel expenses.
	Verify funds are in place to cover travel expenses.
	Once appropriate approval is received for travel, make applicable travel arrangements. Such as: *Airfare *Hotel Reservations *Rental Car Reservations *Registration
	Commence with travel.
	Retain original itemized receipts for all expenses.
	Retain a copy or the original conference agenda. This is required to calculate allowable per diem.
	POST TRAVEL
	Travel reimbursement requests must be submitted to Accounts Payable as follows: In County – Must be turned in monthly and no later than 15 business days after the preceding month. Out of County/State/Country – No later than 15 days after the last day of travel. Failure to adhere to these deadlines will result in non reimbursement of travel expenses.
	Complete applicable travel forms: *Handwritten forms will not be accepted when claiming in-county travel expense reimbursement. *In county travel reimbursement request forms can be filled out on line or downloaded from www.duvalschools.org located under Departments / Business Services / Accounts Payable.
	Verify dates of travel are completed on the applicable form.
	Verify hour of departure and returned are listed for out of county, state, or country travel.
	Enter per diem reimbursement claim. NOTE: per diem cannot be claimed for meals that were provided, including continental breakfast. See District's Travel Guidelines for more information on meals.
	Enter applicable mileage. See District's Travel Guidelines for allowable mileage and calculating allowable mileage.
	Attach original itemized receipts for items you are requesting reimbursement from (except for items that do not require receipts i.e. meals, porter tips etc.). See District's Travel Guidelines Manual for items that require receipts.
	Include a copy of the conference agenda when submitting travel reimbursement requests.
	Attach a copy of the approved Summary Travel Request form for out of county, out of state, or out of the country travel.
	Note on form any costs paid with the District's procurement (P-card) card. If your costs were paid by someone else's pcard list their name on the form.
	Read travel statement and sign.
	Submit travel forms and supporting documentation to Accounts Payable located at 3001 2 nd Floor.
	REIMBURSEMENT TIMELINE
	Reimbursements will be made within 60 days of Accounts Payable receiving travel reimbursement requests. All reimbursements for employees will be made via direct deposit.