



## TRAVEL CHECKLIST

\*Step 1: \_\_\_\_\_ Complete REQUEST FOR TRAVEL APPROVAL Form

**Steps 2-8 are to be submitted with the Travel Reimbursement Form once you return back from your travel.**

Step 2: \_\_\_\_\_ Leave Form

Step 3: \_\_\_\_\_ Conference/Event Registration (if applicable)  
**(preferred to be paid by credit card)**

Step 4: \_\_\_\_\_ Print Event Agenda (if applicable)

Step 5: \_\_\_\_\_ Book Hotel Reservation (estimate)

Step 6: \_\_\_\_\_ Mileage Map (from MSDB to location)

Step 7: \_\_\_\_\_ Complete CHECK REQUEST FORM (if applicable)

Step 8: \_\_\_\_\_ Keep all meal receipts, food, parking, etc.

Attach a copy of this Travel Checklist to all documentation/paperwork and receipts and give original copies to Keshia Sanders.

**\* After Step 1 is completed and signed by the Superintendent please submit/interoffice the original Travel Approval Form to Keshia Sanders immediately.\***