

Out of County / State Request for Travel Instructions for Teachers

BEFORE TRAVEL

1. Go to <http://www.claibornecountyschools.com/>
2. Click on Resources and Links
3. Look under Teacher resources
4. Open *Out of County Travel* form
5. Click on each line and fill in appropriate information
6. Estimated Expenses will automatically calculate totals for you
7. When making room reservations make sure you get Conference Rate or request State Rate if you are not staying at the conference hotel.
8. Be specific on the purpose of the travel
9. When complete – print the form (You may save the form also)
 Attach a copy of the conference agenda
10. Signatures
 - a. Teacher must sign
 - b. Principal must sign (even if the school is not paying for the travel)

If School is paying for travel – Principal needs to state on the bottom of the form what budget or grant will cover the travel cost, sign the form and send to Central Office to get the rest of the signatures.

Other budget paying for travel - Send original signed document to the Program Director who is paying the travel, who will then sign and state what budget or grant will cover the travel cost, and get the rest of the signatures.

11. Teacher should keep a copy of the request before sending to Central Office

AFTER TRAVEL

Travel Claim Form – form will automatically calculate columns and rows

1. Go to <http://www.claibornecountyschools.com/>
2. Click on Resources and Links
3. Look under Teacher resources
4. Open *Travel Claim* form
5. Fill out expenses incurred on each day
6. Print form when complete
7. Sign form
8. Keep a copy of the form and all receipts
9. Attach original Room receipt showing a \$0.00 balance, attach original parking receipt, and original registration receipt if you paid one. Do not attach meal receipts.
10. Send original form to Principal or Program Director, who is paying for the travel, for approval signature. The Principal will then send the claim form to the Central Office to be put with the Request for Travel to be sent to the Finance Department.