

PAMPA INDEPENDENT SCHOOL DISTRICT EMPLOYEE TRAVEL STEPS AND GUIDELINES

1. Plan Your Trip

FIRST THINGS FIRST: Make sure you have read and understand the district's travel policy and guidelines. This is available on the district's web site under PISD Staff/Business Office Document/Travel.

Have the following items or information ready to submit with your Staff Travel Form:

- Registration forms & Conference Brochure
- Preferred way of travel-school vehicle, personal vehicle or Air flight –include dates and times preferred
- Car Rental/ground transportation information
- Hotel information

2. Fill Out Staff Travel Form – Estimated Cost

The following forms may be accessed directly from the PISD web site:

- School vehicle use request (EduLog request)
- Staff Travel Form
- Student Travel Form
- Request for Airline Tickets Form
- Mileage Reimbursement Form (for those claiming monthly mileage)

These forms are available on PISD's web site under **PISD Staff/Business Office Document/Travel.** The forms need to be printed and routed through all the proper approval channels. These forms ***CANNOT*** be sent electronically (via email) ***Signatures are still required for all travel requests.***

3. Send forms for approval

The "chain" of approval starts with your campus principal or immediate supervisor. In many cases, a program director is required to approve a travel request, as well. Final approval from the Superintendent is required for all travel.

4. Forms Sent to Travel Clerk and EduLog

Once the Superintendent has approved your request, the request for school vehicle should be submitted on EduLog, and the Staff Travel Form sent to the travel office. (School vehicle use should be confirmed by phone 3 days in advance.) You will be notified to proceed with registration and all requisitions will be entered and distributed by the travel office. Travel itineraries will be sent back to the traveling employee along a copy of the approved Staff Travel Form. Campus or department secretaries may confirm approvals and/or arrangements with the travel office, if they so desire.