



West Orange – Cove CISD

P.O. Box 1107

Orange, Texas 77631

Phone: 409-882-5468 Fax: 409-882-5452

Travel Checklist

Pre Trip

- _____ 1 Ensure you have read and understood the WOCCISD Travel Guidelines.
- _____ 2 Ensure adequate Budget funds exist to cover travel expense.
- _____ 3 Approved TAER form and requisition submitted to business office 15 days prior to travel.
Attached supporting documentation for conference or event(including itinerary),hotel information and mileage(use the shortest distance),GSA hotel rate, and M&IE Rate for your location. (meal allowance, refer to GSA.gov for breakdown)
- _____ 4 For airfare, verified the expense is the most cost-efficient and provided supporting documentation.
(<http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/>)
- _____ 5 Provide a list with staff and student names when students are traveling.

Post Trip

- _____ Adjust TAER expenditures for actual departure/arrival times and for meals provided by events and conferences(by signing TAER, employee certifies that Per Diem was used for work related travel expenses during trip)
- _____ 6 Attached supporting documentation for actual cost of lodging, airfare, parking, tolls and/or other expenses.
- _____ 7 Documentation showing self parking is not available, if valet parking listed.
- _____ 8 Complete the reconciliation of the travel advance report within 5 days and return any excess cash upon return from travel.
- _____ 9 Provide a updated list with staff and student names when traveling that attended.
- _____ 10 Provide all meal receipts when students are traveling.
- _____ 11 Provide supporting documentation for conference or event.
- _____ 12
- Note: If you do not attend trip you must reimburse the District for any expenditures for the trip

Reminder:

White Copy/Canary Copy - Goes to Business Office