

Greenville Public Schools
Staff-AFTER Travel Checklist

Instructor

Meeting/ Conference

Date of Meeting/ Conference

The following items must be completed and submitted to the Building Administrator/Site Director **two (2) school days** after returning from travel for each individual traveling: (Failure to do will result in disciplinary action)

_____ 1. GSPD Travel Expense Voucher (use amounts and items from Travel Approval & Requisition form)

_____ 2. Yellow and Blue copies of purchase order signed and dated by employee (sign in front of Secretary)

_____ 3. Copy of Hotel Bill with \$0 balance

_____ 4. Rental Car receipt

_____ 5. Copy of agenda of meeting/ conference

_____ 6. Copy of GSPD Request for Field Trip Approval & Transportation Request (field trips only)

_____ 7. Copy of event registration

_____ 8. Copy of meal receipts (field trip –students only)

_____ 9. Any other travel supporting documents

_____ 10. Make a copy of ALL paperwork submitted BEFORE submission for your own records.

All of the above items have been completed and submitted.

Instructor Signature

Date Submitted

Building Administrator Signature

Date Submitted