

Amite County School District

Travel Checklist (rev. 01-24-12)

_____ Completed **Before** Form

With mileage rounded to nearest whole mile.

Include Meals (only with overnight stay)

[Note: The Before Form should include an estimate of ALL expenses required for the trip/event]

_____ Leave Form

_____ Mileage Maps (2) (one from employee residence and one from District Office)

NOTE: Only the shortest distance will be reimbursed.

_____ Hotel Reservation Confirmation

_____ Event Registration (if applicable)

_____ Event Agenda (if applicable)

_____ Purchase Requisition(s) [Note: a separate requisition is needed for each check needed. For example, one requisition for hotel and one for reimbursed expenses]

_____ Other (includes parking, etc...) NOTE: receipts must be turned in with **After** Form

A copy of this checklist must be attached to the above referenced paperwork.

Thanks for your continuing cooperation.