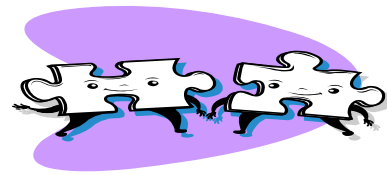


Travel Check List



All of these forms can be located on the Accounting Department Website:
 Alief Homepage > Departments > Accounting > Forms and Resources

Short Leave Form (Available as a 'Fillable' Form - No Longer on NCR – Make copies for backup)	Check when completed
Participant's 'Job Assignment' is listed	<input type="checkbox"/>
GSA rate for hotel and meals is listed	<input type="checkbox"/>
Checked 'Yes' or 'No' for sharing hotel room (Wrote in name of person)	<input type="checkbox"/>
Write in 'Daily Room' rate (is daily rate higher than GSA per person – check yes or no)	<input type="checkbox"/>
If 'Daily Room' rate is over GSA has it been 'Approved' or 'Denied'	<input type="checkbox"/>
Included estimates of ALL categories that may need to be reimbursed	<input type="checkbox"/>
Included correct budget codes and estimated amounts	<input type="checkbox"/>
Confirmed that you have ALL required signatures	<input type="checkbox"/>
Cash Advance for Travel Request Form (Required with an Approved Short Leave Form for all Cash Advances)	Check when completed
Check Requisitions must be made by the All Employee Reimbursements/Manual Trade Payroll Deadline on the Payroll Pay Dates and Cut-off Dates Schedule for the payroll immediately prior to the departure date	<input type="checkbox"/>
Cash Advances are NOT issued for mileage alone	<input type="checkbox"/>
Attached the approved 'Short Leave Form' and approved 'Cash Advance for Travel Request Form' with the check requisition (if the request is for hotel charges and more than one person is sharing the room(s) then an approved short leave needs to be attached for all people included in the expense)	<input type="checkbox"/>
Included the following in description: Cash Advance for name of traveler, conference name, location, and dates	<input type="checkbox"/>
Confirmed that you have ALL required signatures	<input type="checkbox"/>
Confirmed with employee that they understand their signature authorizes the District to withhold money from their paycheck if accounting isn't made within 10 days of their return	<input type="checkbox"/>

Travel and Expense Voucher and Backup	Check when completed
Must be completed within 10 working days after returning from a trip	<input type="checkbox"/>
Header portion is completed	<input type="checkbox"/>
Dates and Times are listed	<input type="checkbox"/>
Additional people included in any charges are listed	<input type="checkbox"/>
Number of students traveling or names are listed – the student expenses should be recorded separate from the sponsors	<input type="checkbox"/>
All receipts are the original receipts – don't highlight or tape over information	<input type="checkbox"/>
All receipts are itemized for meals – credit card charge slip is not sufficient	<input type="checkbox"/>
There are no receipts within the Houston Metropolitan area (50 mile radius of Ad Bldg)	<input type="checkbox"/>
Tips do NOT exceed 18% (tips need to be included as part of the per diem rate) - and can't be reimbursed from Federal Funds	<input type="checkbox"/>
Meals don't go over max allowed for day (check the time left and arrived Houston to verify amount allowed for the day)	<input type="checkbox"/>
Hotel receipt is itemized (list room charges, city taxes, county taxes separately)	<input type="checkbox"/>
Check the room charge – if it is over GSA was it approved on the short leave form? (any amount over the GSA must be paid by local or employee)	<input type="checkbox"/>
Receipts for limousine, taxi, subway, etc. are provided	<input type="checkbox"/>
Receipts for baggage fees are provided	<input type="checkbox"/>
MapQuest is provided if driving personal vehicle (check that the reimbursement rate is correct)	<input type="checkbox"/>
Receipts for parking fees are provided (sales tax is allowed on parking fees)	<input type="checkbox"/>
Receipt for gasoline is submitted if driving a district vehicle (write that a district vehicle was driven in 'other' area)	<input type="checkbox"/>
Total all the expenses (make sure expenses don't go over short leave estimate)	<input type="checkbox"/>
Cash advance amount is listed in 'Less Cash Advance'	<input type="checkbox"/>
Determine if money is due to the traveler or due to AISD	<input type="checkbox"/>
If due to the traveler – create a check requisition and send all backup to Accounting Coordinator	<input type="checkbox"/>
If due to AISD – send a check or money order to Accounting Coordinator	<input type="checkbox"/>
Employee and a supervisor have signed the form (must be Area Superintendent for Principal travel)	<input type="checkbox"/>