

Travel Procedures

When you wish to be reimbursed for travel expenses, please follow these steps before, during, and after your travel date.

Before

1. Complete “Professional Development Funding Request” (available on CTE website) well in advance of your travel date and submit to the CTE office. **If you are traveling out-of-state, you must start this process about two months prior to your departure date. Do not finalize travel arrangements until you know the area superintendent has approved your out-of-state travel.**
2. Once you have received approval for funding, complete a leave of absence form (call the CTE office for account numbers in Section C), have it signed by your principal, make a photocopy for your records, and send the intact form to Leanna Geist, Accounts Payable, 900 Grant St. if travel is in-state or to your school’s area superintendent’s office if travel is out-of-state.
3. For out-of-state travel, the area superintendent will sign the form approving your travel and will forward the form to Leanna Geist in Accounts Payable.
4. For out-of-state travel, contact Andavo Corporate Travel Services, 303-694-8755. You can book a flight through Andavo and, once your travel has been approved by the area superintendent, Leanna in Accounts Payable will pay the invoice for your airfare (only if you have a district account number on your leave form for airfare expense). If you use a different travel agent and/or purchase your own ticket you will be reimbursed AFTER your trip.

During

5. Save all your original receipts (except for food) while you are traveling. The requirement for food receipts has been eliminated. You will be reimbursed at a flat per diem rate for meals based upon the city in which you are staying. Per diem rates for cities are available on the CTE website and the Accounts Payable website.

After

6. Complete a travel expense report once your travel is over. This is a three-page form available on the CTE website and the Accounts Payable website.
7. Attach required original receipts to page 2 of the expense report, make photocopies of everything for your records, and forward the expense report to Leanna Geist, 3rd Floor, Accounts Payable, Ad. Bldg, 900 Grant St. You may send this form to Leanna even if you have not yet received paperwork from her.

Please note that the procedures for career & technical student organization conferences are slightly different.

For additional information on district travel procedures, please go to the Accounts Payable website. This site can be accessed from the DPS website under “departments”.