

Athletic Travel Checklist

Preparation: *(As far in advance as possible)*

Review District Travel Policy & Procedure

Coaches: Obtain and review copy of training/conference brochure to verify registration fee and deadline(s). Travelers may be held personally liable for late registration charges

Authorization:

Coaches: Complete and submit an electronic Travel Authorization Form (Informed K12) – it will route to Amber – upload *student lists, hotel reservations, *any parking fees*, conference registration if applicable.*

Verify that the final approval has been made on your request before proceeding to the next phase

Funding:

If traveling locally:

Funding will be pulled from your team's respective accounts for any registration fees, meal money, and transportation costs.

If traveling with an overnight stay:

Your team's Booster Club will need to write a donation check to Granbury ISD for your team's hotel and meals.

- Include a donation form when giving the check to Amber to ensure seamless deposit.

- Transportation (bus/suburban) will be pulled from your team's respective accounts.

Submission:

Coaches: Submit transportation request via Easy Trip for a district vehicle

Coaches: Make a reservation at the nearest economy hotel, abiding by the rule of 2 coaches to a room, and 4 students to a room.

Amber: Once the Booster check is submitted, submit requisitions in Skyward Finance for the following:

- Lodging – Citi Bank Travel Card = Purchase Order using 461 accounts
- Registration Fees = Purchase Order (PO) if accepted (**Coaches:** always ask if they take a PO). If they do not, complete with CitiBank or prepay check.
- Student Meals = Direct Pay made out to Sponsor Employee (10/10/10)
 - Include student sign off sheet

Before You Leave:

Coaches: Pick up the following from the Business Office:

- Pick up Citibank hotel card, fuel card and student meal advance check.
- Have students sign the Receipt of Student Travel Advance Form – if applicable (this form will be included with your student meal check).

After the Trip:

Coaches: You MUST check out of the hotel at the desk to make sure that state tax is not included in your final receipt!

Coaches: Complete and submit a Travel Expense Report within 5 business days of return.

Amber: Staff Meals = Direct Pay (10/12/18)

Coaches: Attach all receipts for Lodging (Texas state taxes will not be paid by GISD, CHECK ALL RECEIPTS)

Coaches: Attach registration receipt, parking receipts, Student Travel Advance form, if applicable to Travel Expense Report

Coaches: If funds are due employee - Campus/Department Finance Support Staff will prepare Direct Pays as applicable

Coaches: If funds are due GISD – Travel Expense Report will be submitted to Payroll by the Business Office for next payroll run.

If you have questions regarding what to do when planning individual or group travel, please contact Amber first at 817-408-4020, or the Business Office @ 817-408-4015 for Assistance.

ENJOY YOUR TRIP!!!