

Clyde CISD Overnight Travel Checklist

Plan well in advance of overnight trip.

❖ Step 1: Request & Approval

- ☐ Complete an Overnight Travel Request Form in Eduphoria.
- ☐ Obtain approval before Purchase Requisition and any district funds are committed (including booking hotel stays.)

❖ Step 2: Purchase Orders

- Enter purchase requisitions in Ascender for all anticipated expenses, including:
 - ☐ Registration
 - ☐ Hotel – refer to GSA Rates <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcontent104877>
 - ☐ Meals – *Staff allowed \$16 Breakfast; \$19 Lunch; and \$28 Dinner (less any included in conference registration or otherwise provided)*
 - ☐ Parking – *check with hotel for fee – if any*
 - ☐ Fuel *(if needed)*
 - ☐ Any other trip-related costs

❖ Step 3: Travel Arrangements

- Once purchase orders are approved:
 - ☐ Complete registration
 - ☐ Reserve hotel room(s)
 - ☐ Request district vehicle (if needed, in Eduphoria - Transportation)
 - ☐ Request per diem for meals not being provided (if needed)

❖ Step 4: Post-Trip Requirements

- Within **5 business days** of returning, submit all travel receipts to the Central Administration Business Office or your campus secretary.