

Colorado City Unified School District
Authorization for Travel
By Business Office

Traveler: _____ Travel Dates: _____

Travel Conference: _____

1. Travel Request Form Signed by Administration: _____ Yes _____ No
2. Purchase Order Number for Hotel: _____
3. Purchase Order Number for Conference Registration: _____
4. Purchase Order Number for Traveler Expenses: _____

Authorization & Vehicle Release

The business office has received the above information and the traveler is approved for travel.

Mary Timpson, Business Manager

Date

Travel Reimbursement

To be reimbursed for this travel, you must submit the following to the business office:

1. Completed Travel Claim Form (on El Cap website)
2. Copy of Certificate of Attendance or Sign-in sheets
3. Hotel bill or folio
4. Gas Receipts, parking fee receipts, and other reimbursable receipts (must be pre-authorized)

Travel claims will be processed on next available voucher. Vouchers are processed approximately every two weeks.

Incomplete travel claims or missing documentation will result in travel claim being held until paperwork is complete.

Have a nice trip!