



Travel Pre-Approval Documentation

Employee Name: _____ School/Department: _____

Conference/Event: _____

Location: _____ Date(s): _____

Purpose of Conference/Travel: _____

Funding Source: _____ Total Estimated Cost of Travel: \$ _____

(include all travel-related expenses & Purchase Orders)

Employee Signature	Date	Supervisor Signature	Date
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- ✓ A request for authorization to travel must be made using the Travel Pre-Approval Form, which should be signed by your supervisor and submitted to Business Services no less than 20 days prior to travel.
- ✓ A Purchase Order must be in place for all estimated reimbursable expenses prior to travel, submitted under the traveler’s name as vendor.
- ✓ Reimbursement for lodging and meals may not exceed the amount set forth in the State of Arizona Travel Policy. The exception for this allows for the lowest listed room rate for the conference hotels.
- ✓ If a purchase requisition is necessary, a completed Travel Pre-Approval Form and conference brochure must be attached as backup.

The following must be submitted with travel claim:

- ✓ Copy of all Purchase Orders for related travel
- ✓ Copy of flight itinerary, if applicable
- ✓ Copy of conference brochure that includes the name of conference, conference date(s) and conference designated hotel with lodging rates
- ✓ Original, itemized hotel receipt
- ✓ Original, detailed meal receipts
 - Alcohol is not reimbursable
 - Gratuity up to 20% of meal cost is reimbursable
 - Reimbursable meal must include a form of protein
 - The traveler is not entitled to a meal allowance if meals are provided during the conference.

All reimbursement claims must be submitted within two (2) calendar months of travel.

Please email Ann Moxley at amoxley@kyrene.org or Brian Lockery at BLockery@kyrene.org for assistance.

Additional information may be found at <http://www.kyrene.org/Page/28778> .