

**SUITAN SCHOOL DISTRICT  
Employee Travel Check List  
(FORM J)**

**EMPLOYEE IN-STATE TRAVEL**

1.  Travel/Conference Request for each employee (form G or G-1)
  2.  Brochure/Description of the event  
 Itinerary
  3.  P.O for Registration: P.O. No. \_\_\_\_\_
  4.  Requisition/P.O for Lodging: P.O. No. \_\_\_\_\_ Conf. No. \_\_\_\_\_  
(omit step 5 if travel is not overnight)  
***\*If travel is overnight you must provide room rate comparisons.***
  5.  Transportation Request Form (form L-1)  Van  Car
  6.  Required: Prior authorization from the Superintendent's Office to use own vehicle
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**OR EMPLOYEE OUT-OF-STATE TRAVEL**

1.  Letter to the board requesting approval for the travel
2.  Travel/Conference Request for each employee (form G or G-1)
3.  Brochure/Description of the event
4.  Itinerary
5.  P.O for Registration: Requisition/P.O. No. \_\_\_\_\_
6.  P.O for Lodging: P.O. No. \_\_\_\_\_ Conf. No. \_\_\_\_\_  
(omit step 5 in travel is not overnight)  
***\*If travel is overnight you must provide room rate comparisons.***
7.  Transportation Request Form (form L-1)  Van  Car
8.  Required: Prior authorization from the Superintendent's office to use own vehicle

***\*\*All information must be received at the district office the third Monday of the month 1 month prior to the date of travel***

\_\_\_\_\_  
Building Administrator

\_\_\_\_\_  
Date

Notes: \_\_\_\_\_

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FORM J