

Palisades Charter High School – Travel/Conference Procedures Flowchart (Proposed)

Requestor completes travel/conference request form & attaches conference flyer, application, and other additional materials. Form is brought for approval TWO WEEKS before early or regular registration deadline.



FOR GROUP TRAVEL - If a group of teachers/staff are attending the same conference, all conference, transportation and accommodations will be booked through the main office and placed on the school credit card. Teachers of the same gender will be placed two in a room.



Requestor brings travel/conference request form to department chair and Executive Director to approve and sign. In order to receive reimbursements for expenses, travel MUST go through this pre-approval process. If it does not, reimbursement will be denied.



Signed/approved travel/conference request form and attachments go to Finance Office. Finance office codes travel/conference request to the appropriate budget line



Finance office will provide purchase order to conference attendee so they can register for the conference. After registering, please provide finance office with proof of registration. If conference does not accept a purchase order, finance office will charge the registration expense on the school's credit card.



Finance office will pay for conference and approved travel expenses pending invoice and receipts. If there are any reimbursements, requestor will provide finance office with ORIGINAL receipts (no copies allowed) for reimbursement. Please complete purchase order request form for reimbursement. Please reference what conference it was for and when it was approved.