



Heber-Overgaard Schools

"Home of the Mustangs"

P.O. Box 547 Heber, Arizona 85928
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www.heberovergaardschools.org

District Travel Checklist

- ☐ **Requisition for Conference / Event Registration**
Include dates, times, location, conference agenda / any event information.
Get approved/signed by Supervisor.
Submit to DO for approval.
- ☐ **Requisition for Hotel Reservation**
Include dates needed, location of preferred choice.
(Please stay within state guidelines for cost. Ask DO for information if needed.)
Include a copy of conference agenda / event information.
Submit to DO for approval.
Mark N/A if not needed.
- ☐ **Requisition for Meal Reimbursement**
Include the name & location of conference / event you are attending.
List the specific dates especially if leaving the night before.
Include a copy of conference agenda / event information.
*Important to note if any meals will be covered by the conference / event.
Submit to DO for approval.
Mark N/A if not needed.
- ☐ **Submit Employee Leave Form**
Identify leave type as DB and include name of conference / event.
Include Sub request if needed.
Get approved/signed by Supervisor.
Submit to DO for approval.
Mark N/A if not needed.
- ☐ **Request Vehicle with Transportation**
Submit request to Jason Fitzsimmons five (5) working days ***PROIR*** to date of travel.
REQUEST a fuel card with DO if leaving the mountain. (Include the Vehicle # once assigned)
Mark N/A if not needed.
- ☐ **Requisition for Mileage Reimbursement**
*IF district transportation is unavailable reimbursement will be based on current state rate.
Include a map with mileage calculations.
Submit to DO for approval.
Mark N/A if not needed.