

Check List of Required Local Travel Documentation

For Dorothy	To obtain APS reimbursement for Paideia	
Before Travel	Documentation Required	√
Signed Travel Authorization Form	Fill out known top portion and estimated expenses	
Email from APS	Positive Response to Travel Authorization Activation request	
After Travel	Documentation Required	√
Signed Travel and Expense Report Form	Just sign - I will fill out the rest	
Verification of Attendance	Name badge; certificate of Completion; email certification	
Conference Agenda	Schedule from front of conference bulletin or on-line info	
	Receipts for Reimbursement Required	√
Registration	Original or on-line receipt of payment	
Parking	Original receipts	

For Brittany	To obtain Paideia reimbursement for you	√
Copies of any above receipts	Submit with White/yellow Staff Development Reimbursement Form	