

Check List of Required Educational Travel Documentation

For Dorothy	To obtain APS reimbursement for Paideia	
Before Travel	Documentation Required	√
Signed Travel Authorization Activation Form	Fill out known top portion and estimated expenses	
Email from APS	Positive Response to Travel Authorization Activation request	
Paideia or Title II Rationale Form	Fill out and email or give to me	
After Travel	Documentation Required	√
Signed Travel and Expense Report Form	Just sign - I will fill out the rest from receipts provided	
APS Event Approval Email	If sent to you, please forward to me	
Verification of Attendance	Name badge; certificate of Completion; or email certification	
Conference Agenda or schedule	Schedule from front of conference bulletin or on-line info	
	Receipts for Reimbursement Required	√
Airfare	Original or on-line receipt of payment, \$500 cap	
Boarding Passes	Original boarding passes for all travel	
Baggage	Original receipts; limit one bag	
Airport Parking	Original receipts	
Ground Transportation	Original receipts - no tips reimbursed	
Registration	Original or on-line receipt of payment; \$800 cap	
Meals	Original ITEMIZED receipts for meals; no tips or alcohol reimbursed*	
Lodging	Original or on-line receipt of payment; \$250 cap	
Mileage	\$.50 per mile; odometer readings are required for all mileage reported;	
For Brittany	To obtain Paideia reimbursement for you	√
Copies of any above receipts	Submit with White/yelow Staff Development Reimbursement Form	
*If you do not have receipts, you may be	reimbursed \$25 a day from Paideia. Do not add this amount to the APS sheet.	