

Steps for Obtaining Travel Expense Reimbursements

Before you travel:

- **Registration:** pay on-line to get on-line receipt
 - Give a copy to Dorothy
 - Keep a copy
 - Give a copy to Brittany along with white/yellow staff development reimbursement form to be reimbursed your costs
- **Air Travel:** pay on-line to get on-line receipts
 - Give a copy to Dorothy
 - Keep a copy
 - Give a copy to Brittany along with white/yellow staff development reimbursement form to be reimbursed your airfare costs
- **Check from APS:** APS will send a check reimbursing the expenses you incurred sometime after the paperwork is filed. You will be asked to sign over the APS check to Paideia since you will have already been reimbursed by Paideia.

After you travel:

- **Give Dorothy signed Travel and Expense Report and ORIGINAL receipts and documentation for:**
 - Registration
 - Proof of Attendance (certificate, name badge, other document)
 - Copy of the conference or event agenda
 - Lodging
 - **ITEMIZED FOOD RECEIPTS**
 - Travel including airfare, taxis, shuttles etc.;
 - Boarding passes
 - Baggage receipts
 - Mileage computed at \$0.50 per mile if you drive – need odometer readings
- **Give Brittany the completed white/yellow staff development reimbursement form and copies of the receipts for**
 - Lodging
 - Food
 - Taxis, shuttles, etc.
 - Any travel or registration expenses not previously submitted.

Please note: Resource materials purchased at the conference will need to be charged to your own budget.

I am happy to turn in your receipts to Brittany for you if you prefer. Just let me know to do so.