Procedures for Excused Absence (Travel) with Expenses

Employee completes and signs Request for Excused Absence (REA) form. All associated expenses should be included on the back of the form. Expenses to be reimbursed to employee should be listed under the 'To Be Reimbursed' column; all other expenses to be paid should be in the 'PO' column. (If traveling by rail, air or bus, provide a realistic estimate of cost as follows: "Not to exceed \$XXX.") Employee attaches conference brochure and any other relevant information that justifies the requested costs and submits the packet to his/her supervising administrator.



Supervising administrator reviews and signs REA on Recommendation line. If grant funded, also complete and sign Pre-Authorization Form detailing combined cost for all REAs related to the same travel initiative, and identifies funding source, if known. A copy of entire packet is kept in originating office, and the original is forwarded to supervising Chief, Assistant Superintendent or Director for Authorization line approval.



Chief, Assistant Superintendent or Director reviews, approves and signs REAs on Authorization line and forwards entire packet to either Special Programs or the Office of the CFO.

If funded on General Fund Budget (A Fund), forward to Office of the CFO.

If funded on Grant Budget (F Fund). forward to Grants Procurement Specialist or Program Supervisor in Special Programs who is assigned to monitor that grant.

If the funding source is unknown, contact Special Programs.

Special Programs or Office of the CFO ensures both availability of funds and initiative's alignment with District and Funder requirements and notes budget number (if not already identified) on Pre-Authorization Form and/or REAs.



If on General Fund Budget, packet is forwarded to Office of the CFO.

If on Grant Budget, packet is forwarded to Director of Special Programs.



CFO/Director reviews, approves and signs all documents. If request is for out-of-state travel, REA is forwarded to the Superintendent for review and approval. Once approved, all forms are returned to the originator who is now authorized to contact the appropriate travel agent for flights, train and/or bus tickets (Direct Travel at 802-655-8866, Option 1 or -- if required to use M/WBE travel agent--Aerolinks Travels at 888-616-2376). Once the travel agent reserves the bookings, the originator must forward the email itinerary and REA to Christine Fleming (435-4042) or Julie Eurenius (435-4082) and alert them to complete the reservation with a credit card payment. The originator may then also make hotel reservations with the employee's personal credit card and enter requisitions into PeopleSoft to generate purchase orders for registration fees and/or other costs as necessary.



Originating employee conducts travel initiative, completes and signs a Travel Expense Statement and sends it, along with receipts and the original, approved REA (employee retains copy of REA and all receipts for their records) to either the Director of Special Programs for grant funded travel to verify costs or directly to the Accounts Payable Department for all other travel for processing of a reimbursement check.