



Forsyth County Schools Employee Travel Checklist

BEFORE YOU TRAVEL

- ☐ Obtain permission from the Principal or Department Supervisor before making any travel arrangements.
- ☐ Prior to travel, complete the *Overnight/Out-of-State Travel Request* form. This form is available on the District Website under *District Services > Finance and Business > Employee Travel*. The form includes the destination, purpose of the trip, funding source, dates, lodging, mileage, meals and other estimated expenses.
- ☐ Save a copy of this form to be included with the Employee Expense Statement.
- ☐ Obtain the Hotel-Motel Tax Exemption form before you leave. The District is exempt from local sales tax on hotel rooms. The District is not exempt from all other taxes and will be reimbursed upon return.

WHILE YOU ARE TRAVELING

- ☐ Keep all receipts including those for hotel, parking, taxis/Uber, etc. For most employees, meal receipts are not needed. However, for those individuals whose travel is being paid with Federal Funds, receipts are required for all expenditures, including meals.

UPON YOUR RETURN

- ☐ Fill out the Employee Expense Statement with the actual travel expenses including mileage, parking, and other approved incidental expenses.
- ☐ Print, sign, and submit the completed form with copies of receipts to your bookkeeper for reimbursement. Meal receipts are not necessary unless the travel is being funded by Federal Funds.
- ☐ Once the form has been approved by your supervisor, it will be forwarded to the District Office for processing. All documentation must be submitted in order for the payment to be processed. Employee reimbursements are deposited via ACH into the same bank account they receive their paychecks.