

## T-3 Travel Checklist

- Attach approved T-2
- Attach the conference agenda
- Attach Springdale Airline itinerary – not boarding pass (column B)
- Attach rental car receipt (column B) – taped to a plain piece of paper.
- Attach gas receipt(s) – taped to a plain piece paper.\*
- Attach toll/parking/baggage receipt – taped to a plain piece of paper.\*
- Attach hotel receipt.
- Figure your meals not provided by the conference using the Workforce Meal Calculation sheet per district allowances.
- Attach registration receipt.
- Attach a copy of the Rental Car Analysis form if you are driving your personal vehicle.

\*Be careful when taping your receipts that you do not touch the tape to the ink on the receipt. Your receipt will not be readable in a very short amount of time. This will cause you to go back to the vendor for a new receipt or you will not receive the reimbursement. \*\*\*\*

**GO TO YOUR SCHOOL BOOKKEEPER *BEFORE* YOU BRING YOUR  
T-3 TO THE WORKFORCE OFFICE**

***IF YOUR SCHOOL HAS PAID ANY OF THESE EXPENSES BY CHECK OR BY CREDIT CARD AND YOU ARE REQUESTING THAT THE SCHOOL BE REIMBURSED YOU MUST HAVE ATTACHED TO YOUR T-3 A COPY OF-***

**A. IF PAID BY CHECK – REQUEST FOR PURCHASE ORDER FORM AND COPY OF CHECK, OR**

**B. IF PAID BY A CREDIT CARD THAT IS PAID BY INTERNAL FUNDS – THE CREDIT CARD STATEMENT & CHECK STUB.**

**\*\*YOUR T-3 WILL BE RETURNED TO YOU FOR YOU TO COMPLETE IF ALL DOCUMENTATION IS NOT ATTACHED. THIS WILL DELAY YOUR REIMBURSEMENT.\*\***