

Athletic Travel Checklist

District Funded Travel - (21 Day minimum)

Steps 1-5 must be completed and emailed to athletics before we can begin to build your trip. Once the trip is finalized you will receive a completed Travel Advance Packet email for review.

Step 1: Out-of-Town Travel Memo

- Complete and email to athletics before the due date.

Step 2: Travel Detail Form

- Complete and email to athletics as early as possible.

Step 3: Rooming List

- Complete and email to athletics. Any updates to the rooming list may be emailed to athletics before the date of departure.

Step 4: Proof of Entry Fee

- Email to athletics.

Step 5: Travel Request Forms

- The form must be completed and signed by the traveling coach and **Principal** of each campus you work at.

Step 6: You will receive an " Advance " email from Athletics. Review this Travel Advance form.

- Review all information before you start your trip.

Within three days of your return, you must reconcile the charges made on your district-issued credit card. Only use the codes listed at the bottom of your travel advance form.

| | | | |
|-------------------|------------|------|--|
| Paid by Athletics | students | \$ - | 199.36.6412.832.91.100.832 (Student meals, rooms, and gas) |
| Paid by Athletics | coaches | \$ - | 199.36.6411.832.91.100.832 (Coaches rooms) |
| Paid by Athletics | bus driver | \$ - | 199.36.6419.832.91.100.832 (Bus driver room) |
| Paid by School | campus | \$ | 865.00.1291.000.00.000. (Campus funded) |

Above are the only account numbers you may use to reconcile your credit card charges.

Split or Campus Funded Travel - (45 Day minimum)

Steps 1-5 must be completed and emailed to athletics before we can begin to build your trip.

Steps 6-9 will be completed after Athletics builds your trip. Once the trip is completed you will receive a completed Travel Advance Packet email for review.

Step 1: Out-of-Town Travel Memo

- Complete and email to athletics before the due date.

Step 2: Travel Detail Form

- Complete and email to athletics as early as possible.

Step 3: Southwest Airline Template (only complete if the mode of transportation is airline)

- Complete and email to athletics. Obtain an approved DV for airline ticket purchase from district campus accounting through your campus business agent.

Step 4: Rooming List

- Complete and email to athletics. Any updates to the rooming list may be emailed to athletics before the date of departure.

Step 5: Proof of Entry Fee

- Email to athletics.

Step 6: Athletics builds the trip and then emails it to the campus business agent.

Step 7: Campus business agent and campus head coach create a DV and complete all needed travel request forms and emails to district campus accounting.

- The travel request forms must be completed and signed by the traveling coach and **Principal** of each campus you work at.
- The travel request forms must include account codes and amounts.

Step 8: District Campus Accounting approves and emails your trip packet to the campus business agent and athletics.

Step 9: You will receive an " Advance " email from Athletics. Review this Travel Advance form.

- Review all information before you start your trip.

Within three days of your return, you must reconcile the charges made on your district-issued credit card. Only use the codes listed at the bottom of your travel advance form.

| | | | | |
|-------------------|------------|----|---|--|
| Paid by Athletics | students | \$ | - | 199.36.6412.832.91.100.832 (Student meals, rooms, and gas) |
| Paid by Athletics | coaches | \$ | - | 199.36.6411.832.91.100.832 (Coaches rooms) |
| Paid by Athletics | bus driver | \$ | - | 199.36.6419.832.91.100.832 (Bus driver room) |
| Paid by School | campus | \$ | | 865.00.1291.000.00.000. (Campus funded) |

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