

Williston School District Travel Policy

Travel Expense form is under -forms and links- on the District Web page titled as *expense voucher*

When going off campus, the below steps will be followed:

1. Employee will fill out travel expense form for the trip they are requesting. Mileage will be calculated by using map quest. We will pay on the shortest route. Ex. Leaving from your house to the State Department in Columbia or the District Office to Columbia.
2. Attach the following: Leave of Absence form, information about the request such as an agenda, map quest, the purpose of the trip and any other information you may want to provide
3. Employee will send it to their Supervisor for approval (this line is being added)
4. Superintendent approves after Supervisor approval
5. Superintendent office will send back to employee
6. Employee is responsible for making hotel reservations and getting the expense voucher to finance 7 to 10 business days prior to the trip. If you are using a district credit card to pay for your hotel and you are **not** the card holder, you will need to have finance complete a credit card authorization form provided by the hotel.
7. The Accounts Payable will cut a check for your mileage and your food per diem and have it delivered to you by district courier.
8. If expense voucher is **not** in the finance office within 7 to 10 business days, the employee may be responsible for their expenses during the trip and reimbursed after.