

Travel Proposal Procedures

Teachers

1. Complete Travel Proposal Packet (each employee must complete their own Travel Proposal Form. This form must be completed online because it auto populates. It cannot be handwritten. If it is hand written it will be returned to you.)
2. Included with the proposal, submit a description of the event and how the event will enhance performance in your current assignment
3. Submit to your school principal for approval/signature
 - a. Proposal's must be submitted as soon as possible in order to allow for time for the appropriate chains to review and approve/deny the proposal

Principals

1. Complete Travel Proposal Packet (each employee must complete their own Travel Proposal Form. This form must be completed online because it auto populates. It cannot be handwritten. If it is hand written it will be returned to you.)
2. Included with the proposal you must submit a description of the event and how the event will enhance performance in your current assignment
3. Submit to your administrator for approval/signature
 - a. Proposal's must be submitted as soon as possible in order to allow for time for the appropriate chains to review and approve/deny the proposal

Administration

1. Complete Travel Proposal Packet (each employee must complete their own Travel Proposal Form. This form must be completed online because it auto populates. It cannot be handwritten. If it is hand written it will be returned to you.)
2. Included with the proposal you must submit a description of the event and how the event will enhance performance in your current assignment
3. Submit to your administrator for approval/signature
 - a. Proposal's must be submitted as soon as possible in order to allow for time for the appropriate chains to review and approve/deny the proposal

Travel Procedures Continued.....

4. Make a copy to keep for your records
5. Submit all original Proposals to Jennifer DiZoglio in the Budget Office
6. Once received in the Budget Office the Proposal will be submitted to Joan Jackson to review and approval/deny

7. Once Joan has reviewed the proposal it is returned to Jennifer DiZoglio. If it has been approved, it is submitted to Deb Generali for the final signature and assign the funding source. **If it is denied, at this point you will be notified via email.**
8. After all the signatures have been received Jennifer DiZoglio will put a packet together and return to the school secretary
*IT IS IMPORTANT THAT YOU READ ALL THE DOCUMENTS BEING RETURNED TO YOU IN THIS PACKET!! They explain to you the guidelines of your travel and reimbursement procedures.
9. The school secretary should return the packet to you. Once the packet has been returned to you, you may now start making the travel arrangements. **Do not start making travel arrangements until you have received your final approved packet. If your travel is denied and you booked before you received your packet, you will not be reimbursed and are liable for the travel that has been booked.**
10. Email Molly Hannon at Molly.Hannon@ppsd.org to assist in making travel arrangements thru Pearson or you may book travel arrangements yourself. **You are responsible for all payments up front if you book reservations yourself.** If you choose to book yourself, upon return you can submit receipts for reimbursement. When emailing Molly Hannon you will need to provide her with the following information:
 - a. Full legal name as it appears on your driver's license
 - b. Date of birth
 - c. Desired airport of departure
 - d. Desired airport of arrival
 - e. Desired date and time of departure
 - f. Desired date and time of return