Travel Expense Report Checklist

1. Request Name (Name of Event/Conference/Meeting)	
2. Trip Start Date: (Date of Departure)	
3. Trip End Date: (Date of Return)	
4. Departure City:	
5. Main Destination City:	
6. Main Destination: (Country/Region)	
7. Booking Type (Select One)	☐ *District-Paid Using P-Card or PO* ☐ *Self-Paid Requesting Reimbursement* ☐ *District-Paid using Concur Travel Booking*
8. Travel Destination (Select One)	☐ *Local (Less than 30 Miles)* ☐ *Instate* ☐ *Out-of-State* ☐ *International*
9. What is the purpose of this trip? (Select One)	☐ *Professional Development* ☐ *Curriculum Development* ☐ *Award Recipient* ☐ *Presenter* ☐ *Instructional Planning* ☐ *Research* ☐ *Field Study* ☐ *Other (explain):*
10. Freeze Justification (Select One)	☐ *Award Ceremony Recipient/Participant* ☐ *Chaperone Reimbursement* ☐ *Grant Requirement* ☐ *Legislative Meeting/Purpose* ☐ *Mandatory Training/Certification* ☐ *Non-Mandatory Training/Certification* ☐ *Other (explain):*

Travel Expenses

☐	**Conference Fee**		
	$	☐ *Self-Paid*	☐ *LAUSD District Paid P-Card/PO*
☐	**Seminar/Course Fee**		
	$	☐ *Self-Paid*	☐ *LAUSD District Paid P-Card/PO*
☐	**Hotel**		
	$	☐ *Self-Paid*	☐ *LAUSD District Paid P-Card/PO*
		☐ *LAUSD District Paid P-Card/PO*	
	* **Check-In Date:**		
	* **Check-Out Date:**		
	* **Location of the Hotel:** (City/State)		
	* **Is the hotel less than $400/night including taxes and fees?**		
	Select...		
☐	**Air Ticket**		
	$	☐ *Self-Paid*	☐ *LAUSD District Paid P-Card/PO*
	* **From (Airport):**		
	* **To (Airport):**		
	* **Airline:**		
☐	**Baggage Fees**		
	$	☐ *Self-Paid*	☐ *LAUSD District Paid P-Card/PO*
☐	**Parking**		
	$	☐ *Self-Paid*	☐ ~~*LAUSD District Paid P-Card/PO*~~
	* **Parking Vendor Name:**		
☐	**Taxi**		
	$	☐ *Self-Paid*	☐ ~~*LAUSD District Paid P-Card/PO*~~
	* **Taxi Vendor Name:** (Lyft, Uber, etc.)		
☐	**Train**		
	$	☐ *Self-Paid*	☐ *LAUSD District Paid P-Card/PO*
	* **Train Vendor Name:** (AmTrak, Metro, etc.)		
☐	**Car Rental**		
	$	☐ *Self-Paid*	☐ ~~*LAUSD District Paid P-Card/PO*~~

Travel Expenses (Cont.)

☐	**Fuel (Car Rentals Only)**		
	$	☐ *Self-Paid*	☐ ~~*LAUSD District Paid P-Card/PO*~~
☐	**Personal Car Mileage**		
	* **Distance:**	☐ *Self-Paid*	☐ ~~*LAUSD District Paid P-Card/PO*~~
☐	**Per Diem**		
	* **Total # of Days of Trip:**		
	* **# of Half Days:**		
	* **# of Full Days:**		
	* **# of Meals Provided by Vendor or Hotel:** (Lunch & Dinner Only)		
☐	**Sub Teacher Costs**		
	* **# of Days Required:**		
☐	**Miscellaneous Expense**		
	$	☐ *Self-Paid*	☐ *LAUSD District Paid P-Card/PO*
	* **Description of misc. expense:**		