

TRAVEL VISA PROCEDURES

NOTE: PETTY CASH (IMPREST) CHECKS CANNOT BE USED TO PAY FOR ANY TRAVEL RELATED EXPENSES.

Schools and Departments

1. Each traveler must submit a completed *Request for Authorized Absence for Travel* form (previously called Request for Short Leave of Absence) to Accounts Payable prior to any travel arrangements being made. The *Request for Authorized Absence for Travel* form is available on the Accounts Payable web site <http://accountspayable.dpsk12.org/>.
2. The DPS Visa Purchasing Card is the preferred method to pay for registrations, airfare and hotel provided each charge does not exceed the per transaction limit. If the DPS Visa Purchasing Card is not used then the following methods are available:
 - a. The traveler can pay for registration, airfare and/or hotel and get reimbursed through Accounts Payable after travel is completed and the Travel Expense Report has been received in Accounts Payable. Receipts will be required.
 - b. An *Advance Payment Request* form can be submitted for the registration and/or the hotel; one form for each. The form(s) must be received in Accounts Payable at least three (3) weeks before the date of departure. The *Advance Payment Request* form is available on the Accounts Payable web site.
 - c. Airfare can be purchased through the District's travel agent – Frosch Corporate Travel, our contact is Dianne Hatfield, 303-874-7153. Airfare will be billed directly to Accounts Payable by Frosch Corporate Travel.
3. The DPS Visa Purchasing Card cannot be used for:
 - a. Meals, which are included in the Per Diem (requested as an advance on the *Request for Authorized Absence for Travel* form).
 - b. Ground transportation (taxi, shuttles, tolls, parking fees, etc.) will be reimbursed through Accounts Payable after travel is completed and the Travel Expense Report has been received in Accounts Payable. Receipts will be required.
 - c. Car Rental. The District has elected to use the State of Colorado contract with Enterprise Rent-A-Car as our primary provider. The rates are posted on the State of Colorado web site (<https://www.gssa.state.co.us>). Use the District's account number **GARA12E** for all rentals. Our direct contact at Enterprise Rent-A-Car is Brian Smith, 720-875-9905. All cars rented under the District's account number will be billed directly to Accounts Payable. Accounts Payable will verify the Principal or Department Head signature, approving the car rental, on the Travel Expense Report.
4. When travel is completed the following **ORIGINALS** must be sent to the Accounts Payable Department within 30 days of completion of travel:
 - a. Travel Expense Report(s)
 - b. Receipts
5. Keep a copy of **ALL** paperwork for your records.
6. Please email any questions to teresa_hartung@dpsk12.org.