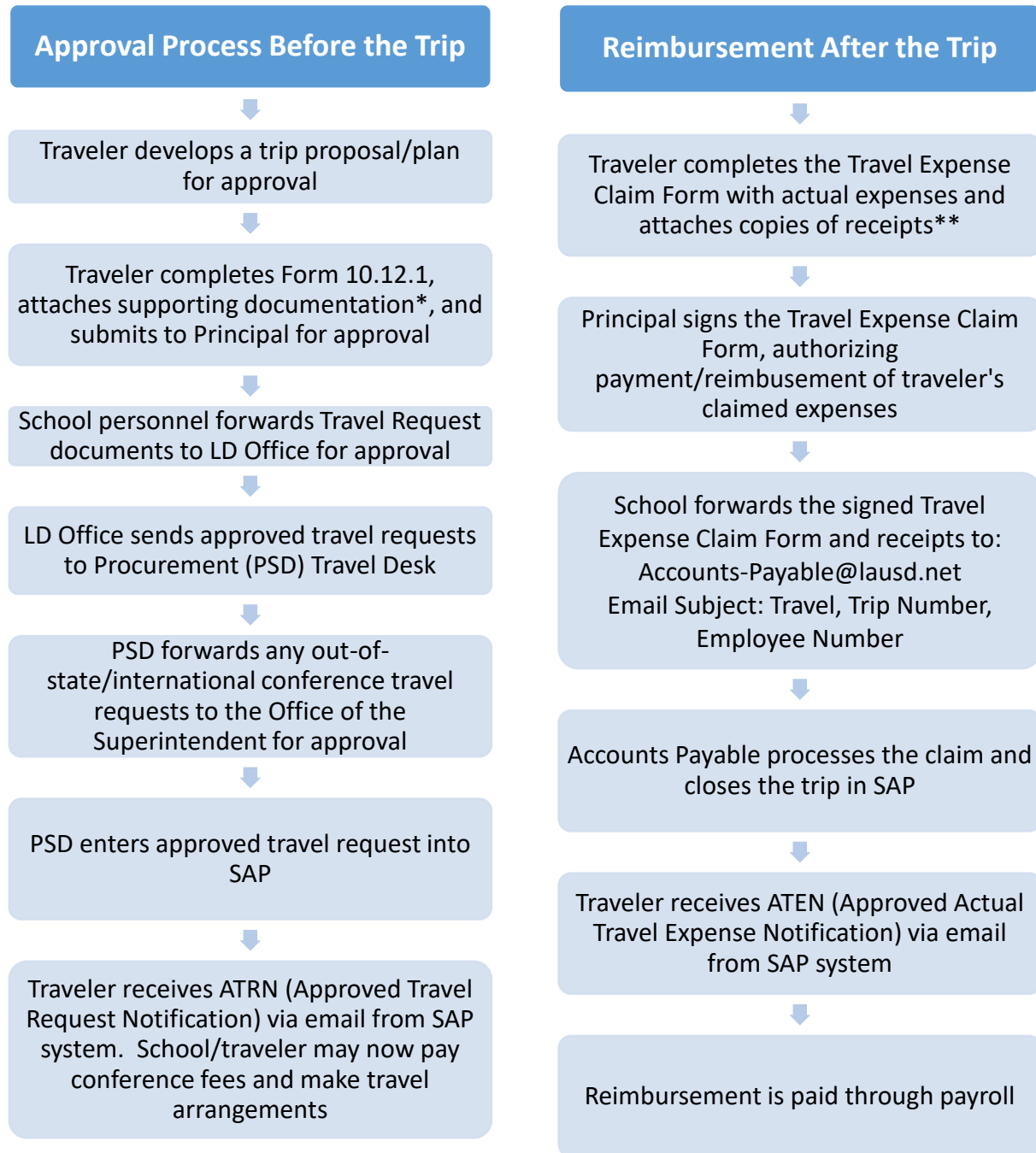




School Employee Travel Process Overview

ATTACHMENT A



**Attach conference registration form (with date & price), Event Flyer, "Google Map" printout (if claiming mileage), and a print-out of the search for hotel/flight estimates.*
***The Travel Expense Claim Form must be sent to Accounts Payable even if the cost is \$0.*
Note: Confirm SAP reconciliation is complete for expenses paid with P-Card/T-Card, Imprest or PO