



Albuquerque Public Schools

REQUEST FOR TRAVEL APPROVAL PROCESS

DO NOT REGISTER, RESERVE OR BOOK ANY TRAVEL UNTIL YOU RECEIVE YOUR (TAN) TRAVEL AUTHORIZATION NUMBER

SCHOOL/DEPT

1. APS Employee identifies travel and obtains information **only** (event, hotel, air-fare, transportation, etc.).
2. APS Employee fills out completely and **signs** Request for Travel Form to obtain approval for travel.
3. APS Employee submits Request for Travel Form to **Supervisor for signature for approval**.
4. Request for Travel Form is submitted to APS Accounts Payable with the following:
 - *****Request for Travel Form should have the following information attached:**
 - Conference/Event Registration details (could be from website) **NOTE:** Do not register.
 - Hotel and room rate details (could be from website) **NOTE:** Do not reserve rooms.
 - Flight details (could be from website) **NOTE:** Do not book flights.

ACCOUNTS PAYABLE

5. Request for Travel Form is reviewed for completeness by Accounts Payable.
6. Accounts Payable forwards Request for Travel Form to Grants Management Department for approval (if applicable).
7. Grants Management Department reviews, approves and returns Request for Travel Form to Accounts Payable (if applicable).
8. Accounts Payable forwards Request for Travel Form to Next Level Administrator and Superintendent or designee for approval.
9. Approved Request for Travel Form is returned to Accounts Payable.
10. Accounts Payable assigns TAN (Travel Authorization Number) and informs Traveler and/or Secretary/Bookkeeper that travel is approved and provides TAN (Travel Authorization Number).

SCHOOL/DEPT

11. Traveler and/or Secretary/Bookkeeper finalizes travel expenses and enter requisitions into Infor Lawson and adds TAN (Travel Authorization Number) to requisition comments section.

YOU CAN NOW REGISTER, RESERVE AND/OR BOOK TRAVEL

- **Ensure to attach in AttachIt – (Actual Expenses)
- Conference/Event Registration Document: **NOTE:** Register for Conference/Event
- Hotel Confirmation/Registration Document: **NOTE:** Reserve room
- Airfare Flight Itinerary/Confirmations: **NOTE:** Book flight(s)