



Albuquerque Public Schools REQUEST FOR TRAVEL INSTRUCTIONS

Please Read Carefully

INSTRUCTIONS: An APS Request for Travel Form is required to obtain prior approval for district travel. After all approvals are obtained, the Accounts Payable Department will provide the traveler or designee a Travel Authorization Number (TAN), which authorizes the traveler to finalize travel expenses.

The Request for Travel Form must be filled out electronically, printed, signed and submitted to Accounts Payable to begin the approval process.

Section 1: Traveler – Complete all information on the individual that is requesting travel.

Section 2: Conference/Event Information – Complete all information on the Conference/Event.

Section 3: Airfare- Complete estimate cost of airfare – if applicable

Section 4: Hotel Paid by District – Complete estimate cost of hotel or lodging.

The Number of Nights section reflects the number of nights that you will be paying hotel costs.

Section 5: Vehicle Rental – Complete estimate cost of rental car/truck/van. This is not for scooters, bikes, etc.

Section 6: Reimbursement – Out of Pocket Expenses – Provide the best estimate of costs
Traveler can only choose one: Reimbursement on Actual Expense **OR** Per Diem.

The Departure and Return Section will automatically calculate the full days and eligible partial hours for meal reimbursement.

Ensure to either click on the drop down to add the date and **manually** enter the correct time. Enter the Date/Time in the following format:

FOR EXAMPLE: 12/01/2019 7:00 am (am or pm NOT a.m. or p.m.)

Ensure to select either **Meals in-state** or **Meals out-of-state** rate for calculation of reimbursement for meals. This will automatically calculate the estimate expense for meals.

Other estimated expenses could include: baggage fees, fuel for rental cars, etc.

Section 7: Signatures- Ensure that Traveler and Supervisor sign form prior to sending to Accounts Payable.

*****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.