



# 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 for the individual that is requesting travel.

**Section 2: Conference/Event Info/Goals & Guardrails** - Complete all information on the Conference/Event and attach Conference/Event Registration details (could be from website) **NOTE: Do not register.**

**MANDATORY:** Enter the 3-digit specific Goal or Guardrail for travel.

**Section 3: Airfare** - Complete *estimate* cost of airfare - if applicable and attach flight details (could be from website) **NOTE: Do not book flights until TAN number is assigned.**

**Section 4: Hotel** - Paid by District - Complete *estimate* cost of hotel or lodging and attach hotel and room rate details (could be from website) **Do not reserve rooms until TAN number is assigned.**

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

**Section 5: Reimbursement Out of Pocket Expenses** - Provide the best estimate of costs. Traveler can only choose one from the drop down: Reimbursement for **Per Diem** **OR** **Actual Expenses**.

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

Click in the field and the dropdown will appear to add the date. **Manually** enter the correct time. The example below is the correct format.

**EXAMPLE:**

8/22/2024 7:00 am	8/23/2024 10:39 pm	1	15.65
<i>Departure Date/Time</i>	<i>Return Date/Time</i>	<i>Full Days</i>	<i>Partial Hours</i>

**Mandatory:** Select either **No Meals \$0.00** or **Meals \$59.00** rate for calculation of reimbursement for meals. This will automatically calculate the estimate expense for meals.

Other estimated expenses could include: baggage fees, Lyft, Uber, taxi fees, etc.

**Section 6: Signatures and Initials** - **Read** and **initial** all five travel policies (Traveler **MUST** sign with initials) Ensure that Traveler and Supervisor complete form prior to sending to Accounts Payable.

**\*\*\*Request for Travel Form should have the following information attached**