

PRE-PAYMENT OF TRAVEL EXPENSE PROCEDURES

1. Pre-Payment Travel Expenses include the following, but are not limited to: conference registration, event admission fees, lodging (*if required by conference*), other.
2. Requests for Pre-Payment of Travel Expense must be submitted to the Accounting department along with an approved Professional Leave Form and Conference Agenda at least **10 working days prior to the deadline required by the event**. All required signatures and account numbers are the responsibility of the applicant and must be provided *before* submitting to Accounting.
3. Professional Leave Form and Supporting documentation must be attached to the Pre-Payment of Travel Expense form. This includes (but is not limited to) conference agendas, price quotations, etc.
4. Prepayment of Travel Expense Check must be picked up from the Accounting Department. Accounting **will not** be responsible for mailing checks. Employees will be notified by Accounting when a check is ready for pick up.
5. Reimbursement of expenses pre-paid by the employee with personal funds prior to an event must be requested on the Travel Advance Settlement Form (blue). A copy of the Professional Leave Form and a conference agenda must be attached. Original receipt(s) must be submitted and method of payment must be indicated on the receipt(s). Method of payment includes (but is not limited to) cash, credit card, check (front and back of the cancelled check). Bank/Account statements may be used for verification of payment.
Note: This request will be processed as a normal travel settlement and will not be given special priority. The accounting department has thirty (30) days from the time of receipt to process this paperwork. These checks will be mailed to the employee.
6. Failure to submit *timely and completed* Pre-Payment of Travel Expense forms may result in the check not being issued. Employees will be responsible for payment of travel expenses and must submit receipts for reimbursement upon return from travel.
7. If a Pre-payment of Travel Expense check is issued but **not picked up** by the employee, Accounting will **void** the check.

Pre-Payment of Travel Expenses are a privilege and responsibility of the employee. Upon receipt of a check, you agree to the procedures outlined above. It is in good faith that East Baton Rouge Parish School System issues Pre-Payment of Travel Expenses for professional growth. Your cooperation and good stewardship in the management of *public* funds is appreciated.