


- I. **Vehicle Trip Requests** are now completed on-line. If the Fine Arts office is providing your transportation, fill out and email Meghann.Kilchrist@abileneisd.org the Transportation Request form located on .


A Transportation Request form must be complete in order for the trip to be entered. A confirmation of the trip request will be emailed to you. Please review the request confirmation carefully to catch any potential errors.

- II. **Transit bus** reservations need to be requested through your campus secretary unless it is *above-district travel*. If so, complete the Transportation Request form through the Fine Arts office.

- III. **Charter bus** reservations need to be requested through your campus secretary unless it is *above-district travel*. Every effort will be made to utilize transit buses before charter buses are rented. If a charter is required for above-district travel, please contact Rene Braye in transportation to make the reservation (***copy Meghann Kilchrist on all communication regarding the charter***), a requisition will need to be entered for the charter **prior** to the trip by the Fine Arts office.

IV. **Travel Request/Expense Statement**

- A. **Mileage – Every effort will be made to combine riders to meetings and conferences.**

If you are driving your personal car and wish to be reimbursed for mileage (please obtain prior approval), use the *Abilene Independent School District Official Mileage Schedule*. This document can be accessed on Fine Arts . Record the allowable round-trip mileage from the *Abilene Independent School District Official Mileage Schedule* in the “Actual Expenses” column.

- B. **Other expenses**

Itemized receipts are required for any other expenses that are reimbursable (fuel, parking, toll roads, etc.). You will not be reimbursed without the necessary **itemized** receipts.

- V. **Above-District Travel** requests need to go through Meghann Kilchrist per a Transportation Request form located on Fine Arts internal documents.