DISTRICT EMPLOYEE
TRAVEL INSTRUCTIONS

Please keep the following instructions in mind when traveling out of district to trainings/workshops/conferences (pre-approved travel). You may access Eduphoria by going to www.cisd.org and selecting *staff* on the far right top of the page and then select *staff resources*.

Travel Approval

A discussion between you and your principal or immediate supervisor must have taken place and preliminary permission has been granted to you to move forward with a particular training. You may begin the process as follows below.

➢ You must complete an Employee Permission to Travel Form in Eduphoria Formspace. Even if there are no fees and/or you are not requesting reimbursements this form is required. You will always want to check off registration (if there is a registration fee) and hotel (if there is an overnight stay and you are booking a hotel) even though you aren't going to get reimbursed for those. Checking those off indicate a request that the district cover these costs; however, you will do paperwork to actually get a PO or check cut after you receive your Employee Permission to Travel Form approval.

➢ Below are some of the things you will need to know before you begin to complete your Employee Permission to Travel Form.
   1. Event title (no abbreviations)
   2. Dates and times of the event
   3. Location of the event
   4. Registration fee (if applicable, workshop session number (applies for ESC-12 sessions only)
   5. Account number to charge (will be provided to you by your principal or other supervisor)

➢ Completing the Employee Permission to Travel Form is the <u>only</u> method of campus level and district level approvals for you to attend a training/workshop/conference out of district.

➢ Once you have received your approved Employee Permission to Travel Form back via email you may then move on to the next step which is registration. The email approval will come from noreply@eduphoria.net.

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Travel Registration

- You must register for all trainings/workshops/conferences in Eduphoria-Workshop. If you don't see the course you are looking for in Eduphoria-Workshop your Employee Permission to Travel Form has not been completed and submitted by you or has not fully completed the approval process yet.
- Other than ESC-12 sessions you must register for the out of district sessions with the actual entity as well as your Eduphoria-Workshop registration. Your campus office staff can help you with PO or check requests, getting proper signatures and sending on to the Business Office for processing.
- Any registration for ESC-12 sessions will take place by the Business Office once they receive notification of your approved Employee Permission to Travel Form. There is no need for you to register yourself for ESC-12 sessions.
- If you don't have an active user account with ESC-12 you must create one by going to www.esc12.net and select on the right side of the page Customer Login and then select *Create a New Account* about the little blue person icon*.* Please do this as soon as possible so there will be no hold up when the Business Office attempts to register you for a workshop. As of September 1, 2015 ESC-12 is going with a new registration system called ESCWorks. You should also set yourself up with an account for that while are you doing so for the old system. No sessions will be available for registration in the new system for July & August, 2015 with ESCWorks (begins September 1, 2015).

Travel Reimbursements

- On your approved Employee Permission to Travel Form you will have checked off for certain reimbursements. These are registration, hotel, meals, mileage, other. "Other" is often used for parking fees. Remember you will not be reimbursed for registration or hotel typically because registration is paid in advance by the district and a check for hotel is requested prior to the event so that it may be carried with you at the time of the event. If you are too late to get the district to cut a hotel check or submit a PO for registration, you will likely have to take care of that yourself, and in that case, you will be reimbursed as long as your Employee Permission to Travel Form has been approved prior to your expenditures.
- All meal receipts must be itemized or they will not be reimbursed. You will usually have to ask for an itemized receipt.
- All receipts must be signed by you.
- Mileage is round trip only - from Admin. at the Lee Education Center (2200 W. 4th Avenue) to destination and back to Corsicana. You must attach a Mapquest/Google Maps/Bing Maps indicating the mileage of your round trip in order to receive mileage reimbursement.

➢ Requests for reimbursements are to be sent directly to the Business Office for processing along with a copy of your approved Employee Permission to Travel Form. If you send it to any other location, you risk delaying your reimbursement. Remember it is already fully approved, so no additional approval signatures, permissions or paperwork are required.

➢ Send your request for reimbursement to the Business Office by 9:00 a.m. any Wednesday morning. This is the weekly check request deadline. You will likely get your reimbursement check the same week. If you miss that cut off it will be the following week before you receive your reimbursement.

Certificate of Completion/Credit in Eduphoria Portfolio

➢ You must turn in a certificate of completion to Kim Yukon at the Lee Center within 10 days from the date of the event or as quickly as one is released to you so she may award you credit in Eduphoria. Once awarded the credit posts to your personal Eduphoria Portfolio.
Without a certificate of completion, credit will not be awarded. Examples: ESC-12 sessions, other workshops out of district, summits, conferences, etc.

➢ If a certificate is not presented to you, please sign and date a copy of an agenda or other conference document and turn it in to Kim Yukon in lieu of a certificate of completion. This will be used as confirmation of your attendance.

Note: *-Your Eduphoria login is your email address, and the first time you log in your password will be corsicana (all lower case). Change your password after logging in.*
-More instructions on how to use Eduphoria may be found on the Staff Development page of the district website.
http://www.cisd.org/site/Default.aspx?PageID=467