

## Employee Process for Travel

1. Fill out a travel request form (form can be found on ESU website under Staff Resources) at least 30 days prior to travel and obtain signature from Director/supervisor.
  - On the form, include the estimated cost for travel, purpose for attending, and department expense code.
2. Submit request to Executive Assistant for Administrator's approval. A signed copy of the approved Travel Request will be uploaded into a shared Google Folder. Employees can request a signed copy from their Director.
3. At this time, employee may register for the conference and make travel reservations. For an overnight stay in Nebraska, see website under Staff Resources for a list of direct bill hotels. This does not apply if the employee is attending a convention or meeting and there is a negotiated meeting rate at the host hotel, and the hotel cannot utilize direct billing. However, the employee should obtain an Exemption Permit for Use of Credit Card Form from the Administration Office prior to making the reservation.
4. While traveling, a scanned copy of receipt utilizing an app can be sent to the appropriate business office, or a travel envelope will be provided upon request for physical receipts after returning from the trip.
  - Food receipts need to be itemized, including the tip.
  - No claims may be made for alcoholic beverages (Standards of Conduct-Board Policy Article 4, Section 5)

To reference the full Board Policy on Travel, see Article 4, Section 13 - Travel Policy

Employees also need to reference ESU's Drug & Alcohol Policies which can be found in Article 4, Section 5(A) - Standards of Conduct