



**Traveling?**

What  
to do!

## OVERNIGHT TRIP PROCEDURES

### BEFORE THE TRIP:

Enter conference leave in  
My Learning Plan

Enter absence in AESOP

Reserve van if needed

Book your room reservations  
and complete proper  
purchasing requirements (PO,  
credit card authorization, etc.)

### WHILE YOU'RE AWAY:

Keep all itemized receipts

Get a copy of the room receipt

Enjoy your trip!

### WHEN YOU RETURN:

Turn in your room receipt into  
finance if paid by the board

Complete your MLP and turn in  
meal receipt documentation