1. Complete and Sign Travel Authorization Form

<https://nextgensso2.com/sp/startSSO.ping?SpSessionAuthnAdapterId=victorValleyDF&PartnerIdpId=https://idp.classlink.com/sso/metadata/ZzI0UUVaT2dkMjg9&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fe8bf3ca9-f354-4054-98be-ea0ad442fc0d>

1. Create Requisition in Financial 2000 and list the Requisition number on the top of the Travel Authorization Form
2. Send the ***Original*** Travel Authorization Form to Accounts Payable to request a credit card
3. Attach Agenda or Schedule for the conference to the travel authorization
4. Forward any receipts for charges against this credit card to Accounts Payable prior to travel if charges have been made prior to attending the conference
5. The District Credit card is due back in Fiscal Services the first business day after returning from travel
6. **Within 5 business days of returning** from the conference: Return credit card and all itemized receipts to Accounts Payable with a signed and completed reimbursement form (see the bottom half of your submitted Travel Authorization form
7. All receipts are to be originals
8. Tape smaller receipts onto 8 x 11 paper to prevent them from being separated and lost
9. Complete the lost receipt memo if receipts cannot be found and signed for any receipts that are not itemized or lost.
10. Note the last 4 digits of the District Credit card number used and the PO number on the final travel authorization/reimbursement and submit to Accounts Payable.
11. **Sign here to acknowledge you are aware ALL RECEIPTS WILL BE RETURNED BY THE DATE BELOW**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipts Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. All personal expenses along with district paid/charges are to be documented on reimbursement portion to compare with original allowed budget estimates on travel authorization. Attendee’s **Signature is required** at bottom of the expense report.