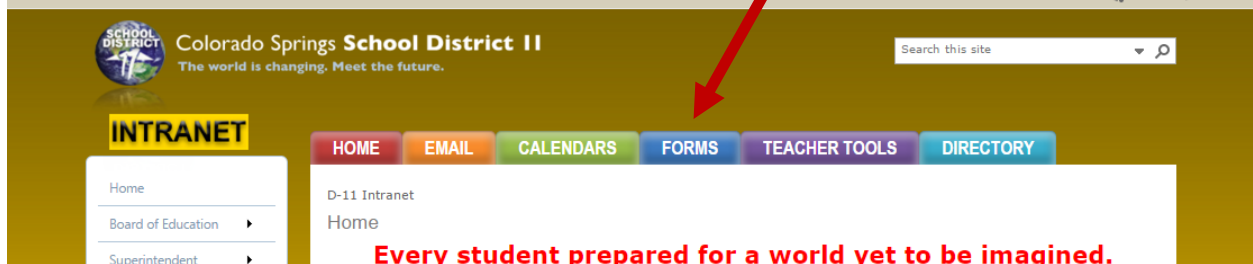
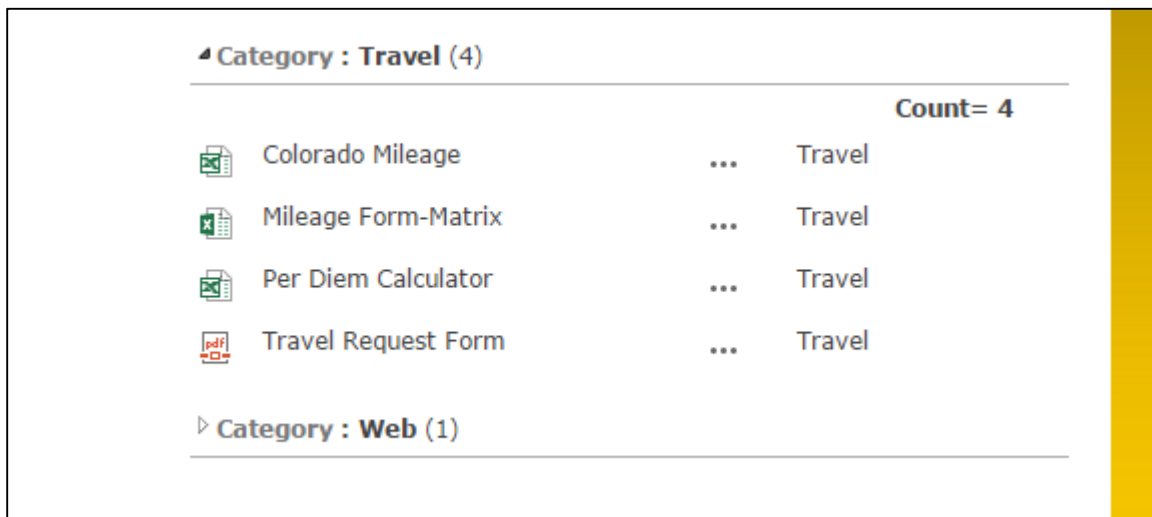


Colorado Springs School District 11 Guide to filing Travel Documentation

On the home page of the School District 11 Intranet, click the FORMS tab.



Expand the TRAVEL Category



Filling out the Forms –

Please fill in each field that applies. For conference registrations, hotel, airfare, and car rental, please use your P-Card. If the vendor does not take credit cards for the registration, then we can issue a check to them once a W9 is received and verified. If they are not a vendor in our AP system, please request a W-9 form from the vendor and have it faxed to Accounts Payable at 719-520-2346. Accounts Payable will verify the W9 with the IRS once it is received and setup the vendor for payments through PeopleSoft.

If the individual doing the traveling has paid with a personal credit card or check, a receipt from the organization or copy of the credit card bill showing payment is required. Shuttle and taxi fares are reimbursed once travel is completed. Receipts are required.