

Red Clay Consolidated School District  
**Travel Reimbursement – Checklist**

Please complete this checklist and return the Travel Documents and checklist to the Business Office.

Employee Name	Employee ID	Date
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\_\_\_\_\_ eSupplier information must be updated in State Financial System  
Link: <https://esupplier.erp.delaware.gov>  
Direct Questions to State of Delaware, Division of  
Accounting at 302-526-5600, option 1 for the eSupplier  
Team or email, [fsf\\_supplier\\_maintenance@delaware.gov](mailto:fsf_supplier_maintenance@delaware.gov)

\_\_\_\_\_ Checklist

\_\_\_\_\_ Approved Absence (must be approved prior to travel)

\_\_\_\_\_ Travel Reimbursement Form

\_\_\_\_\_ Copy of Registration and Agenda from Conference

\_\_\_\_\_ Receipts for Baggage (if applicable)

\_\_\_\_\_ Receipts for Parking (if applicable)

\_\_\_\_\_ Receipts for Transit (To/From the Airport to Conference)

\_\_\_\_\_ Receipts for Meals (must be an itemized receipt)

\_\_\_\_\_ Signature Approval by your Building Principal and/or  
Supervisor must be on the form.

**IMPORTANT**

All documents submitted to the Business Office must be originals. Emailed, faxed, or scanned documents will not be accepted. Incomplete packets will be returned. Keep a copy of everything submitted.

**Any Questions should be directed to the Business Office, (302)552-3727**