

Red Clay Consolidated School District Personal Reimbursement Check List

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

Name: _____

Employee ID _____

_____ eSupplier information must be updated in the 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

_____ 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 itemized receipt) OR \$10/MEAL

_____ 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. Incompleted packets will be returned. Keep a copy of everything submitted.

Any questions should be directed to the Business Office (302) 552-3727