

Electronic Travel Request Approval Process

All signatures for Travel Request will be obtained electronically through Adobe Sign. Required documentation should be submitted to BPStravel@buffaloschools.org as separate files. Please keep the Travel Request Form in the Excel format. Scans from copiers will not be accepted. Obvious typos, missing information, and using outdated forms will result in the request being rejected. Requests **will be rejected** if there is no conference itinerary (or other written communication) confirming the event dates and details attached to your e-mail. Submit your request at least 45 days before the scheduled departure.

Updated forms and the Board of Education Employee Travel Guidelines policy can be found at:
[Document Library](#) > [Policies & Procedures](#) > [Forms: Travel](#)

STEP 1: Submit Information for Approval

All District travel must be pre-approved by providing the following information:

1. Create your new Requisitions but do **not** release them. Use commodity codes:
 - **092** for HOTEL ACCOMODATIONS
 - **094** for CONFERENCE REGISTRATION FEES
 - **402** for AIR/TRAIN FARE

2. E-mail the following documents (as separate files) to BPStravel@buffaloschools.org with "Department, Name of Conference, City" in the subject line:
 - a) **Travel Request Form** in Excel format, all **red** lettered sections completed (*always* required)
 - b) **Conference itinerary** or equivalent description of the event (*always* required)

You will be notified by Adobe Sign via e-mail once your request is approved or denied. Please note that it is your responsibility to follow the request through the approval process. You can view the progress anytime using the share link provided by Adobe Sign. Once your request is approved, download the final .pdf file (this package will include the Travel Request Form, all approved signatures, and itinerary).

STEP 2: Attach Documentation and Release the Requisition

The following **must** be attached to your requisitions before the Purchase Department will approve:

092 HOTEL ACCOMODATIONS:	094 CONFERENCE REG. FEES:	402 AIR/TRAIN FARE:
✓ Travel Request Form with conference itinerary, completed and electronically signed ✓ Hotel Confirmation ✓ Blank Hotel Credit Card Authorization Form (<i>if using District P-Card, vendor #37262</i>) ✓ ST-129 Form, completed (<i>if hotel stay is in New York State</i>)	✓ Travel Request Form with conference itinerary, completed and electronically signed	✓ Travel Request Form with conference itinerary, completed and electronically signed ✓ Any specific departure time requests