

# TRAVEL ADVANCEMENT FLOWCHART

Midland Independent School District (MISD)

**Purpose:** The purpose of this flowchart is to guide employees on the travel procedures used by Midland Independent School District.

**Required Documentation:** Whether an employee traveler obtains a credit card or an advancement check, they must bring back all of the receipts obtained for district expenses. All of the receipts must be brought back except if the funds were given to students for them to spend on meals. Documentation must be brought back to purchasing within 3 business days of trip completion.

**Performers of the task:**

- 1: Performed by employee traveler (Sponsor).
- 2: Performed by Secretaries, with Principals as backup.
- 3: Performed by Purchasing Department.
- 4: Performed only by Budget Managers (Directors and Principals).
- 5: Accounts Payable Department.
- 6: District Cashier

Path in Yellow is for Credit Card.

Path in blue is for Professional Travel.

Path in Green is for Check Request

