

Travel Authorization Decision Matrix

Exhibit 3350

Costs	Location / Decision Point	Travel Requisition Form Needed	Site Administrator *		Executive Cabinet *		Board of Education *		
			Yes/No	Pre-Approval	Ratification	Pre-Approval	Ratification	Pre-Approval	Ratification
<input checked="" type="checkbox"/> No Costs, or <input checked="" type="checkbox"/> Mileage^ and/or Sub Costs only ^A mileage reimbursement form must be completed for claimed mileage	In SD County	NO	X	N/A					
	Out of SD County	NO	X	N/A					
	Out of State	YES	X	N/A	X		X		
Costs (including those costs paid for or reimbursed by another entity)	Location / Decision Point	Travel Requisition Form Needed	Site Administrator		Executive Cabinet		Board of Education		
			Yes/No	Pre-Approval	Ratification	Pre-Approval	Ratification	Pre-Approval	Ratification
<input checked="" type="checkbox"/> Registration Fee; Other Conf. Costs ----- If any of the below: <input checked="" type="checkbox"/> Overnight Stay with Meal Costs <input checked="" type="checkbox"/> Overnight Stay without Meal Costs <input checked="" type="checkbox"/> Airfare / Train	In SD County	YES	X	N/A		X		X	
	Out of SD County	YES	X	N/A	X		X		
	Out of State	YES	X	N/A	X		X		

*** Generally, no expenses should be incurred (paid for) until all approval levels are completed. Exceptions must be approved by a District Cabinet member.**

Approved: May 29, 2013

Revised: September 6, 2016, March 4, 2020