**DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT**

Office of Finance

Private Non-Public After-Travel Form

To remain in compliance with federal and state regulations, grant-funded travelers must submit supporting after-travel documentation within 10 days of travel. Hotel check-out bills and boarding passes are required (as applicable). Other receipts or documents that demonstrate actual attendance should also be submitted.

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| --- |
| **Conference:** |
| **Traveler:** |
| **Dates of Travel:** |

**Documentation Checklist (select all that apply):**

|  |  |  |
| --- | --- | --- |
| 1 | Hotel Check-Out Bill |  |
| 2 | Plane/Train/Bus Boarding Pass |  |
| 3 | Conference Name Tag/Badge |  |
| 4 | Actual Conference Agenda(s)/Program(s) |  |
| 5 | Other: |  |

**Submit this form and copies of all documentation to DPSCD through JIRA within 10 days of travel. Contact David Cardinal at (734) 748-0888 with questions.**