

Return PD/TA Request – Cannot Process

DATE RETURNED: _____

The attached request could not be processed due to the following:

	Most current form not used; requires most current form in order to process. <i>Current forms available on BOE website</i>
	White Out is not permitted on financial documents.
PURPOSE / TRAVEL DATES / DESTINATION	
	Purpose is missing or incomplete
	Destination information is missing / County is missing
	Approval requested after Departure Date; requires Pre-approval. Cannot approve after-the-fact.
FUNDING SOURCE	
	Funding Source Not identified and required
	Funds not available from funding source requested
JUSTIFICATION	
	Justification as to why this benefits CCBOE is missing
	Justification as to why this benefits CCBOE is incomplete or not sufficient
	Information about event is not attached (Agenda, flyer, Email from Host/TNDOE)
LODGING and PER DIEM	
	Lodging rate exceeds allowable CONUS rate
	Lodging taxes and fees not provided
	Name of Lodging facility & phone # not provided if requested to issue check
	Per Diem amounts incorrect / Per Diem calculations are not correct
	Per Diem not permitted except with overnight travel
TRANSPORTATION	
	Documentation supporting mileage reimbursement is not attached (ie. Mapquest)
	Mileage requested is based on work location and not originating location
	Mileage requested has not been reduced by commuting miles
	Mileage calculation incorrect
	Documentation on estimated Shuttle costs not provided
	Documentation showing estimated air fare not provided
	Requested airfare is not based on lowest available options
REGISTRATION and OTHER	
	Registration information not attached to document registration fees
	Completed registration form not attached
	Registration completed prior to approval
	Other: Appears Parking costs need to be included
	Other: Appears cost for a substitute teacher needs to be included
	Other: Missing cost for gas in rental car
APPROVAL SIGNATURES	
	Employee signature missing / Date Signed missing
	Employee's Supervisor/Principal approval signature missing; Principal approval required for school personnel
	Budget Manager approval signature missing / Date Signed Missing
	Approvals dated after the Requested Departure Date
OTHER	
	DESCRIBE: