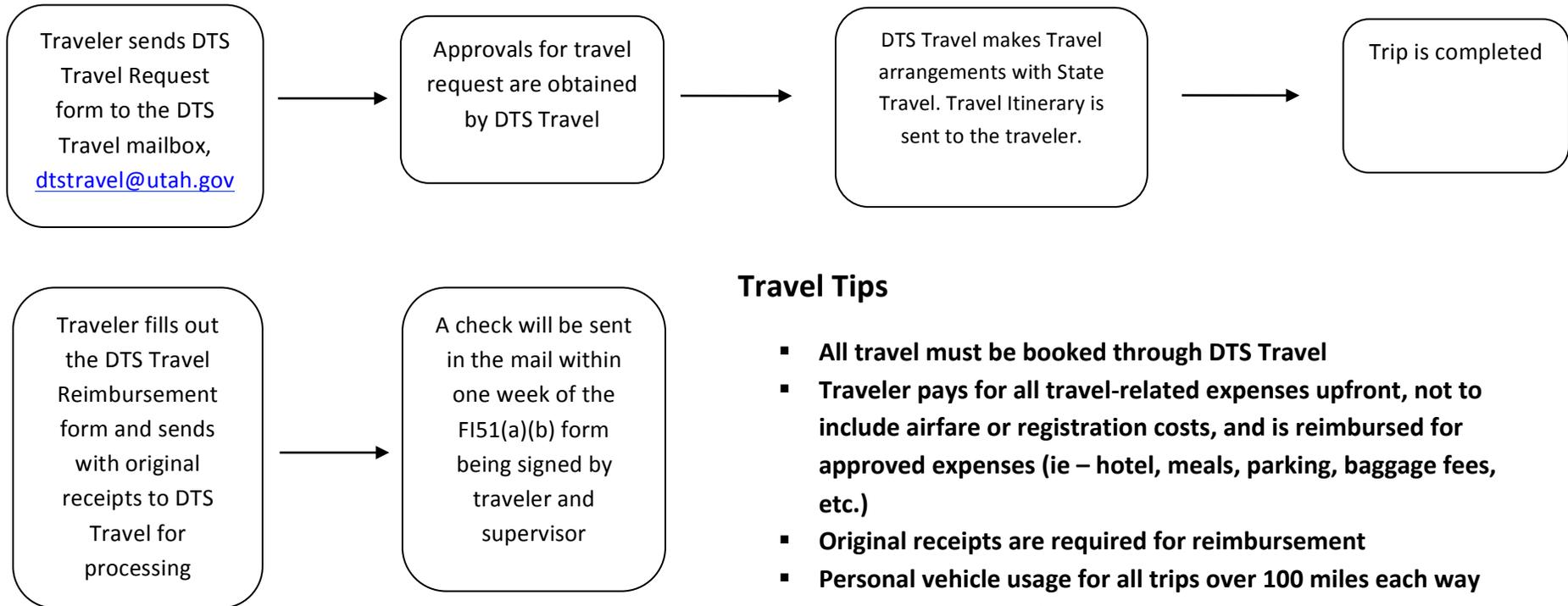


Travel Planning Process



Travel Tips

- **All travel must be booked through DTS Travel**
- **Traveler pays for all travel-related expenses upfront, not to include airfare or registration costs, and is reimbursed for approved expenses (ie – hotel, meals, parking, baggage fees, etc.)**
- **Original receipts are required for reimbursement**
- **Personal vehicle usage for all trips over 100 miles each way require Executive Director approval**
- **All out of state travel requires Executive Director approval**
- **If traveler is presenting at a conference, notification must be given to DTS PIO**
- **Any discrepancies with travel itineraries should be reported to DTS travel as soon as possible to avoid costly charges**
- **Travelers may reference the Travel Find-It-Guide on the DTS website under Finance/Travel for further details**