**IN-DISTRICT TRAVEL (Board policy DJD)**

Employees must have prior authorization from the Superintendent or designee to be reimbursed for in-district travel.

No reimbursement will be authorized for travel between the residence of the employee and the usual work location.

The in-district travel log should be filled out for each month in which an employee has in-district travel. Only one month should be entered on a form. The form should be turned into the Finance Department within 10 days of the following month.

The form should be signed by the employee and given to the department bookkeeper/administrative assistant.

The department bookkeeper/administrative assistant should fill out the account number and obtain the principal/supervisor signature. They should then forward the original form to the Finance Department. The original form should not be given back to the employee!

The Finance Department will obtain the Superintendent’s approval and signature and process the payment.

**OUT-OF-DISTRICT TRAVEL (Board policy DJD)**

All out-of-district travel should be approved first by the Superintendent.

All out-of-district travel should be necessary and reasonable to achieve the goals and objectives of the district.

Necessary - Consider whether the goals and objectives can be achieved without the travel, meeting, or conference and whether there is an equally effective and more efficient way (in terms of time and money) to achieve the goals and objectives

Reasonable – Consider how the costs (e.g., lodging, travel, registration fees) compare with other similar events and whether the public would view the expenses as a worthwhile use of funds.

Meetings and conferences - Consider how many people should attend a meeting or conference on the district’s behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the district. In addition, determine whether it is necessary to attend the entire meeting or conference, or whether attending only a portion of the meeting or conference is reasonable and necessary. Also look at entire cost of sending a group of employees – it might be more reasonable to hire a speaker to come to the district rather than a large group traveling.

The district utilizes 2 required forms for out-of-district travel:

1. “Before Travel Request Form” – To be filled out before the travel has occurred.
2. “After Travel Expense Voucher” – To be filled out after the travel has been completed (this form is required even if all expenses were paid in advance).

**BEFORE TRAVEL REQUEST FORM**

This form is required to be filled out before any out-of-district travel in which district funds will be used.

1. The original form is due to the Finance Department within 3 weeks of the departure date to receive any funds in advance. If the deadline is not met, funds will NOT be advanced to the employee.
2. All information should be filled out and supporting documentation (conference agenda listing dates and location and other pertinent information as to the purpose of the travel, purchase orders, confirmations, etc.) should be attached
3. The employee should carefully read the important notice statement at the bottom of the form, and then sign and date the form and submit to the department bookkeeper/administrative assistant.
4. The department bookkeeper/administrative assistant should obtain the supervisor/principal’s signature. The original form should NOT be returned to the employee!
5. The department should keep a copy of the form and provide a copy to the employee. A copy of this form will be required to be attached to the After Travel Expense Voucher upon the employee’s return.
6. The original signed form should be forwarded to the Finance Department by the department bookkeeper/administrative assistant.
7. The Finance Department will obtain the Superintendent’s approval and signature.
8. The department bookkeeper/administrative assistant should review the department/school budget and determine that funds are available for the travel. They should then fill out the applicable budget account codes.
9. Anticipated Expenses:
10. Conference/registration fee
    1. Will be handled through a purchase order – consult with department bookkeeper/administrative assistant
    2. Should be documented with conference flyer or other support showing fee charged for registration
11. Airfare
    1. Attach Itinerary or see department bookkeeper/administrative assistant for additional questions
    2. Provide a cost comparison indicating a minimum of two (2) fares and document that the most economical rate was selected or written justification for not selecting the lower rate (please use the least expensive unrestricted “refundable” fare)
    3. Because travel accident coverage is provided with the district’s travel card, additional flight insurance will not be reimbursed. DO NOT PURCHASE!
12. Lodging
13. Will be handled through a purchase order – consult with department bookkeeper/administrative assistant. Please make sure all fees are included on the purchase requisition. Please book in time to obtain conference rate. You can cancel later if unable to attend.
14. Employee must reserve their own hotel room and attach the confirmation. Once the “Before Travel Request Form” has been received by the Finance Department, the hotel will be switched to the district’s travel card for payment. Employees must obtain an itemized hotel receipt at checkout and submit it to the department bookkeeper/administrative assistant upon returning from trip. (Express check-out receipts which do not provide an itemized hotel bill are not acceptable)!
15. Non-conference hotel allowed. However, rate should not be more than conference rate. Always ask for government rate if available. Attach documentation of the conference rate to the form.
16. If conference rate not available, always ask for government rate if available
17. Please confirm the rate both at the time reservations are made and at check-in so the district is saved money whenever possible.
18. District will not pay for special room types that are excessive or that auditors would question as being wasteful of district funds
19. Extended stay before or after conference will not be paid by district
20. If a member of the employee’s family or other non-district employee travels with the employee, the employee shall only claim the single hotel/motel room rate.
21. If more than one employee shares a hotel/motel room, both travelers should note the sharing of the room on their individual forms.
22. Please make sure to obtain the itemized hotel receipt upon check out. Please submit to department bookkeeper/administrative assistant upon return to work. (Express check-out receipts which do not provide an itemized hotel bill are not acceptable)!
23. Mileage or rental vehicle
    1. Carpooling is expected by the school board when a group of non-administrative employees is traveling to the same location. When carpooling, please include names of all employees traveling in the same vehicle.
    2. Check to see if a district vehicle might be available for the dates of travel. Use the district vehicle if possible.
    3. Compare the cost of driving to the cost of renting a vehicle. The most economical method should be chosen.
    4. Out of state travel – provide a comparison of the cost of driving to the cost of flying and the cost of renting a vehicle. The most economical method should be chosen.
    5. Mileage reimbursement rates are advanced based upon the per dollar limitations set by the Department of Finance and Administration (DFA). Documentation on the actual number of miles to be driven must be attached (e.g., MapQuest showing departure location and destination)
    6. Provide a cost comparison on the most economical rental car selected (e.g., compact car, SUV, van, etc.) or written justification for not selecting the lowest rate
24. Personal Vehicle – attach mileage documentation (list miles round trip)

a. $0.585 – Administrator reimbursement rate for mileage (effective 01/01/21) or if no district vehicle or rental vehicle available for use

b. $0.18 – (effective 01/01/21) rate to be used if employee chooses to travel in personal vehicle even though there is a cost savings available by traveling in a district vehicle or rental vehicle (only applies if district or rental vehicle available for use)

1. District Vehicle – Fuelman card can only be used for District and rental vehicles. A Fuelman card can be checked out from Gala Davis in Accounts Payable in the Finance Department. All cards are due back to Gala Davis the day you return from your trip. If you return after 4:00 p.m. or on the weekend, the Fuelman card needs to be returned at the beginning of the next business day.
2. Rental Vehicle – Accounts Payable will rent the vehicle for the employee if paperwork is received within 3 weeks prior to travel.
   1. Purchase order required for car rental, attach PO copy along with a copy of the confirmation
   2. In state travel – Compare the cost of driving to the cost of renting a vehicle. The most economical method should be chosen.
   3. Out of state travel – provide a comparison of the cost of driving to the cost of flying and the cost of renting a vehicle. The most economical method should be chosen.
   4. Carpooling is expected by the school board when a group of non-administrative employees is traveling to the same location. When carpooling, please include names of all employees traveling in the same vehicle.
3. Meals
   1. Meals are ONLY eligible to be paid by the district if overnight travel is required.
   2. The district will ONLY advance meals if a written request is made to the Superintendent. Any funds advanced will require itemized receipts upon return from travel. The amount advanced will be limited to the daily amount approved by DFA for all dates except the date of departure and the date of return. On the date of departure and the date of return, the amount will be 75% of the daily amount approved by DFA unless an early departure (before 7:00 am) or a late return (after 6:00 pm) is required.
   3. The employee will be required to turn in an “After Travel Expense Voucher” within 10 days of return. This form will be used to reconcile the advance for meals with the itemized receipts submitted. Any funds advanced that are not supported by allowable itemized receipts must be returned to the district.
   4. No alcohol purchases will be allowed.
   5. Meals shall not be claimed as expenses if the meals are included in the conference registration fee.
4. Other
   1. Other costs such as baggage that can be documented before the travel may be advanced. Otherwise, these expenses will be reimbursed on the “After Travel Expense Voucher” upon return and upon submission of receipt.

**AFTER TRAVEL EXPENSE VOUCHER**

This form must be filled out for any out-of-district travel in which payment for travel related expenses are requested (even if all expenses were advanced).

1. Please fill out the form electronically. The calculations will automatically populate depending upon the data that is input into the spreadsheet.

2. Please attach a copy of the “Before Travel Request Form and include copies of all supporting documentation.

3. The “After Travel Expense Voucher” is due to the Finance Department within 10 working days of the last day of travel. Failure to meet this deadline could result in a paycheck deduction to cover the amount of funds advanced to the employee.

4. There are 2 pages to this form. The spreadsheet is set to print out on the front and back of the same sheet of paper. If for some reason it does not, please set it to print on the same sheet of paper. When you go to print the form, select “print entire workbook” under settings.

5. The amounts that were advanced on the “Before Travel Request Form” should be entered in the section titled “Amounts paid in advance.”

6. The payment information section should be filled out with purchase order numbers, confirmation numbers and the budget account code to charge.

7. The information entered on page 2 will automatically populate in the summary section on page 1.

8. There are detailed instructions at the bottom of page 2 to help you fill in the information requested on page 2.

9. Please note that if you did not receive an advance for meals, receipts are not required. However, you will need to keep up with how much was spent on each meal so that you can enter it into the spreadsheet upon return from travel. Reimbursements for meals are based upon actual expenses limited to the amounts approved by DFA.

10. Meal tips should be included in the actual meal expense unless the inclusion of the tips would cause the meals to exceed the maximum daily limitations placed on meals by DFA. If the daily limitation would be exceeded, the employee is allowed to record meal tips for each day under “other authorized expenses.” Total meal tips shall not exceed 20% of the maximum daily meal reimbursement claimed.

9. After all information has been entered, print out the form.

10. The employee should carefully read the attestation above the signature as well as the penalty for fraudulent claim statement.

11. The employee should then sign the form and turn the form into the department bookkeeper/administrative assistant.

12. The department bookkeeper/administrative assistant should obtain the supervisor/principal’s signature and submit the form to the Finance Department. Do NOT return the original form to the employee!

13. The department bookkeeper/administrative assistant should keep a copy of the form and give the employee a copy.

14. The Finance Department will verify the form for accuracy and process for payment.

**IMPORTANT REMINDER CONCERNING MEAL RECEIPTS**

**ITEMIZED RECEIPTS ARE REQUIRED FOR ANY FUNDS THAT WERE ADVANCED TO AN EMPLOYEE (INCLUDING MEALS).**

**MEAL RECEIPTS ARE NOT REQUIRED IF YOU DID NOT RECEIVE AN ADVANCE FOR MEALS, HOWEVER YOU WILL NEED TO KEEP UP WITH HOW MUCH WAS SPENT FOR EACH MEAL SO THAT THESE AMOUNTS CAN BE ENTERED INTO THE SPREADSHEET UPON RETURN FROM TRAVEL. REIMBURSEMENT IS BASED UPON ACTUAL EXPENSES LIMITED TO DAILY AMOUNTS APPROVED BY DFA. BREAKFAST ON THE DATE OF DEPARTURE SHOULD NOT BE CLAIMED UNLESS AN EARLY DEPARTURE (BEFORE 7:00 AM) IS REQUIRED. DINNER ON THE DATE OF RETURN SHOULD NOT BE CLAIMED UNLESS A LATE RETURN (AFTER 6:00 PM) IS REQUIRED.**