

TRAVEL REMINDERS

MILEAGE PER DIEM: \$.58 as of July 1, 2019

MEAL PER DIEM: \$35.00 per day in-state
\$50.00 per day out-of-state

Departures after 12:00 noon=1/2 day rate
Arrivals before 12:00 noon=1/2 day rate

TRAVEL APPROVAL: The Request to Attend must have direct supervisor, appropriate executive director, chief level approval, budget services, and Superintendent's approval before making arrangements. Do not incur expenses before all required approvals are obtained. Allow sufficient time for processing travel payments (refer to A/P Check Run Schedule)

REQUEST TO ATTEND FORMS: Must be completed prior to attending conferences and workshops. Employee can pay all approved expenses and request reimbursement after activity or request district payments in advance as follows:

Vendor Prepayments should be indicated by placing an * next to the line item you need prepaid and attaching the required prepay documents.

___Registration: Attach *completed* registration form, which shows amount due and mailing instructions. Do not request payments for memberships; conference registration fees only.

___Airline Travel: Shop for best travel agency rate.
Pay or have travel agency bill school district.
Do not authorize travel agent to issue ticket until you have cabinet level approval.

___Lodging: When making your hotel reservations, you should secure your reservation on your credit card or (only if needed and requested directly), request a pre-pay deposit for one night's lodging.
For deposit prepayment, provide hotel confirmation form or separate document with your name, hotel name, address and confirmation #.

Employee Advances – An employee can request a travel advance covering 75% of expenses not already prepaid.
To request an advance check, circle *yes* at bottom of form.
The remaining 25% will be paid when you submit your Travel Reimbursement form, along with the required receipts.

TRAVEL REIMBURSEMENT REQUEST: If you have requested travel prepayments and /or an employee travel advance, you ***must*** file this form within 5 workdays of your return. Remember to...

___List time of departure and return (AM or PM)

___Attach your *original, itemized* hotel bill showing charges and payment in full. On-line payment verification required

___Obtain receipts for airline baggage and other misc. airline charges

___ Attach your original receipts for rental car, parking and ground transportation expenses.

___Travel Reimbursement forms must also be approved by the appropriate supervisory / budgetary person.

STUDENT TRAVEL/MEALS: Expenses for traveling student meal purchases can be submitted on Expenditure Request form. Designated employee will be responsible for purchases and meal receipts.

INQUIRIES: *Stephanie Conrad, supervisor*

231-7526

Dept. #750

FY2020