

Procedures:
Adult Travel SWCO SD2
2015-2016

Authorization to Travel

Employees wishing to attend conferences must first gain authorization to travel from supervisory or designated authority. This can be done by completing a travel request form including documentation in the form of a brochure or flyer, at least one month in advance of the event. The form must be signed by the administrator of the budget from which the travel expenses will be paid and by the immediate supervisor of the employee and sent to the district's staff development travel office located in the business department at central office of the district.

When personal and business travels are combined, expenses must be documented and may not exceed the lowest available cost of direct or uninterrupted route. If the traveler uses an indirect route or interrupts travel by direct route for personal convenience, any additional expenses incurred will be the sole responsibility of the traveler. Expenses incurred by a spouse or guests are not reimbursable expenses.

The district will make no cash advances for travel.

If an employee's travel has not been requested through the proper channels prior to the travel date, the expenses will not be allowed for reimbursement and will ultimately be the responsibility of the employee.

The employee will be responsible for any non-refundable fees incurred due to cancellations, except in the case of an extreme emergency.*

Central Staff Development Travel Office to Make All Reservations

Upon receipt of the approved travel request, the central staff development travel office will make all registration, transportation, and lodging reservations. The travel office will accommodate the request as closely as possible keeping in mind the prudent use of public funds. A travel itinerary will be returned to the employee along with transportation and district credit card information. It will be the responsibility of the employee to collect any necessary receipts while on the trip and then fill out expense reporting forms upon returning to the district.

Last minute requests for travel arrangements are expensive and may not be approved at the district level, therefore requests should be made at no less than two weeks prior to the travel date. On the other hand, reservations will not be made far in advance as this too, can prove costly and is frowned upon by our financial auditors. For this reason no air travel arrangements will be made more than 30 days prior to the date of departure.

Registrations

The district, given enough notice can pay conference registrations in advance. The district travel office will use credit cards, purchase orders, and/or travel vouchers to register employees. The district will not pay for individual memberships that might be included in the registrations. Employees will be responsible for the additional cost of late registration fees as well as nonrefundable registration fees upon a cancellation.

Transportation

Airline Travel

The district travel office will book all airline tickets. The goal is to obtain a convenient flight at a cost effective rate. The district does not book nonrefundable tickets far in advance of a conference. If the district purchases the ticket and then the employee cannot attend the conference, the cost of the ticket will be the responsibility of the employee.

Airport parking, either long term at the airport or privately owned and operated off airport lots, will be paid by the district. In the event that you choose or inadvertently park in short term parking, you will be responsible for any additional charges. These are very costly so please be cognizant of where you choose to park.

District Vehicles

To arrange for a school vehicle, a request should be made on the district travel request form at least 10 days prior. The travel office will enter the request for the vehicle in the field trip management software. Upon pickup of the vehicle at the bus garage, gasoline credit cards will be checked out. The gas cards are to be used for vehicle related charges (gas and oil) only. Excluding students and sponsors, people who do not work for the district (i.e., spouse or children and/or pets) may not travel in school district vehicles because of liability issues. Other school districts employees may be allowed to travel as passengers in district vehicles with pre-approval from the business office.

Personal Vehicles

Employees are expected to travel out of town in district vehicles. If a district vehicle is available and an employee chooses to travel in his/her personal vehicle, the employee will not receive any reimbursement. If a district vehicle is not available or there are other extenuating circumstances, the employee may be reimbursed at the current IRS business mileage rate for using their personal vehicle. However, mileage reimbursement does require preapproval from the budget administrator and the request must have been submitted at least 10 days prior. A personal vehicle is not covered by district auto insurance.

Car Rental

Rental cars must be reserved by the district travel office. Rental cars are to be used only when there is a substantial distance between lodging and the conference location and when doing so reduces overall transportation charges to the district. Additional costs such as GPS devices or additional mileage charges due to personal side trips while on business will be the responsibility of the individual renter.

When staying at an airport hotel the night before a flight, the car must be returned the same evening, rather than the following morning. If the traveler chooses to keep the rental car, the additional cost will be at their expense and must be paid upon returning the rental car.

Taxi/Bus Fares/Parking

Original receipts must be presented to obtain reimbursement. The additional cost for using short term parking at airports will be the responsibility of the employee.

Meals

Employees traveling on district business will receive a meal Per Diem allowance. Per the instructions of the Districts auditors, Per Diem reimbursement is not allowable unless travel requires an overnight stay. The meal allowance will be calculated at the rate of \$28.00 for the first 24 hours of in state travel and \$34.00 for the first 24 hours of out of state travel. Thereafter, the rate will increase for each 3 hour increment accordingly.

No receipts are required to support expenditures. The employee must pay for the meals out of pocket and will receive Per Diem reimbursement upon return from the travel. To obtain reimbursement, the returning employee must sign a District Meal Allowance Voucher and present it to the Travel Office for payment. Deductions will be made for meals provided by hotels or functions and the full cost of any meals paid for in advance by the districts (i.e., luncheon/banquet).

All meal vouchers and other reimbursement forms must be submitted for payment within 30 days of employee's return.

Lodging

The district travel office will make all lodging reservations for employees traveling on district business. Itineraries and credit cards will be given to the employee prior to departure. Itemized lodgings receipts must be obtained upon checkout. The district will not reimburse personal phone calls and faxes, valet services, in room movies, room service, courtesy bar tabs or other incidental charges incurred while staying at the hotel. Employees must pay these personal expenses upon checkout.

Administrators will be provided a single room upon request. All others will be provided a shared room, with two persons to a room. In the event that a single room is desired, the full cost of the room will be the responsibility of that individual and must be reimbursed to the district immediately upon return. All single room requests must be specified on the original travel request form with the signed "REQUEST FOR SINGLE ROOM" form attached.

REQUEST FOR SINGLE ROOM

Must be signed and attached to the original Travel/Training Request prior to travel.

Name _____

Event _____ Location _____

Dates required _____

Immediately upon completion of travel, I will reimburse the District for the full room rate paid by the district to insure a private room.

Employee Signature: _____ Date: _____

SWEETWATER COUNTY SCHOOL DISTRICT #2
 Travel/Training Request
 (Form must be filled out completely to avoid delays in processing)

Permission is hereby requested for _____

traveler

To travel from _____ to _____

point of origin

destination

for _____

Conference title or purpose of trip

Budget to be charged to: _____

Mode of Transportation		
_____ District Auto	_____ Rental Car	_____ Commercial Air
_____ Personal Auto (requires supervisors pre-approval, unless at no cost to district, with proof of insurance)		
Departure: _____		
date	departure time	or to arrive by time
Returning: _____		
date	departure time	or to arrive by time

Accommodations		
_____ Hotel	_____ No hotel required	_____ Other
Special requests: _____		

Estimated Travel Expenditures

Airfare	_____	_____
Lodging	_____	_____
Meal Per Diem	_____	_____
Registration fees	_____	_____
Other (explain)	_____	_____
Estimated Total	_____	_____

Additional comments: _____

Employee Signature: _____			
* Consideration of "extreme emergency" to be determined by District Superintendent.			date
By signing I verify that I have read and fully agree with all terms of the District Travel Procedures.			
Approved: _____			
Immediate Supervisor	date	Budget Administrator	date