

**ALL TRAVEL ARRANGEMENTS WILL BE MADE BY THE TRAVEL OFFICE**  
 Professional Learning requests need to be submitted to the District Office for approval  
 14 Days Prior to Conference/Workshop Registration Deadline

**\*\*Any cancellations MUST be done by your Supervisor\*\***

⇒ Budget Code \_\_\_\_\_ Approved By \_\_\_\_\_

⇒ Conference/Workshop \_\_\_\_\_

⇒ Location \_\_\_\_\_ Dates \_\_\_\_\_ PD HRS \_\_\_\_\_

⇒ Registration Deadline \_\_\_\_\_ #Attending \_\_\_\_\_

**\*Complete above information before sending to Administration for approval\***

**\*\*If traveling by AIR list names as they appear on photo ID\*\***

⇒1) **REGISTRATION:**     Completed Registration Forms     Names Of Each Attendee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

⇒2) **LODGING:** # of Rooms Needed \_\_\_\_\_ Smoking \_\_\_\_\_ Nonsmoking \_\_\_\_\_

Hotel Preference & Est. Cost Per Nt. 1) \_\_\_\_\_ 2) \_\_\_\_\_

Check In Date: \_\_\_\_\_ Check Out Date: \_\_\_\_\_

Names of attendees that will be rooming together:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

⇒3) **TRANSPORTATION:** Carpooling is required

Departure \_\_\_\_\_ AM/PM    Return \_\_\_\_\_ AM/PM

Driving \_\_\_\_\_

Flying \_\_\_\_\_

Please List Drivers:

Ground Transportation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pre-Arranged Shuttle\* \_\_\_\_\_

Taxi R/T Airport/Hotel\* \_\_\_\_\_

**\*Retain Receipts for Reimbursement**

Comments: **Estimated Trip Cost to be completed by traveler**

\_\_\_\_\_

\_\_\_\_\_

⇒ **EXPENSE CHECKS:** Meals & Incidentals will be figured on a per conference/trip basis. A detailed meals, mileage & incidentals sheet will be included with each travel packet listing the dollar amount allowed for reimbursement. Allowable meals will be based on a fixed per diem rate. Unless otherwise approved, reimbursement for meals & mileage will be based off of information provided on this form.

**Estimated Trip Cost**

Registration: \$ \_\_\_\_\_

Hotel: \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Mileage \$ \_\_\_\_\_

Air \$ \_\_\_\_\_

Shuttle/Baggage \$ \_\_\_\_\_

Est. Total Trip Cost \$ \_\_\_\_\_

**Official Use Only**

**Registration Fees**

PP \_\_\_\_\_ Total \_\_\_\_\_

Date Registered: \_\_\_\_\_

Online \_\_\_\_\_ Fax \_\_\_\_\_ Mail \_\_\_\_\_

Mailed Check: \_\_\_\_\_

**Lodging**

Hotel: \_\_\_\_\_

CF#: \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_ X \_\_\_\_\_ % tax = \_\_\_\_\_

Total W/Tax = \_\_\_\_\_

Direct Bill \_\_\_\_\_ DCC \_\_\_\_\_

**Mileage**

Total Mileage \_\_\_\_\_

X .37 per mile = \_\_\_\_\_ X \_\_\_\_\_

# Drivers \_\_\_\_\_ = \_\_\_\_\_

**Meals**

Total Cost Meals PP \_\_\_\_\_

X # \_\_\_\_\_ people = \_\_\_\_\_

**Air**

Tickets \$ \_\_\_\_\_ pp = \_\_\_\_\_

Total Trip Cost = \_\_\_\_\_

**I have included:** Registration Information  Conference Schedule  Hotel Information  (if applicable)  PD Request Form  
 Transportation Information  Trip/PD Cost Information  **(all info. needs to be included)**

I have **completed** Travel Checklist & obtained immediate Supervisors Signature \_\_\_\_\_

I have read Travel Approval Procedures & Travel Policies (on back)

Signature \_\_\_\_\_

**Principal or Supervisor**

**Curriculum Director**

**Administrative Supervisor**

### Travel Approval Procedure

- 1) Traveler or school site contact person fills out all information on Travel Checklist
- 2) Travel Checklist is presented to Principal or Supervisor
- 3) Principal or Supervisor supplies Budget Code and approves by initialing and signing
- 4) Travel Checklist along with all required information will be sent to the Travel Coordinator.  
\*Double check all information for accuracy before submitting\*
- 5) Conference content will be approved by the Elementary or Secondary Curriculum Director.
- 6) Travel Coordinator will research and estimate the cost of each portion of the trip. i.e. registration, transportation (air or map mileage), hotel.
- 7) Travel Checklist will then be sent to the Curriculum Director and Administrative Supervisor for signature approval.
- 8) The Travel Checklist will be sent back to the Travel Coordinator who will make ALL travel arrangements including airline reservations (if applicable).
- 9) If the cost of any portion of the trip varies by more than \$100.00 from the cost estimate the Principal or Supervisor will be notified and must approve the more expensive cost.
- 10) After approval the Travel Coordinator will make final arrangements, process requisitions and Purchase Orders and request district checks if necessary.
- 11) Before the conference/workshop an email will be sent to the school site contact person letting them know the Travelers' Packet and check(s) are ready to be picked up.
- 12) A Travelers' Packet includes: copy of registration form, hotel confirmation and flight itinerary (if applicable); allowable meals and incidentals form; hotel check and/or flight receipts; *per diem check for allowable meals and incidentals will be issued after the trip.*
- 13) Hotel Invoice MUST be turned in to the Travel Coordinator when picking up Meals & Incidentals check. **THE CHECK WILL NOT BE RELEASED UNLESS YOU TURN IN YOUR HOTEL INVOICE.**

### Travel Policies

- All travel request packets must be turned in to the travel coordinator a minimum of 14 days prior to registration or housing deadlines.
- Incomplete travel request packets will be returned to school site contact person.
- **HOTEL CHECKIN:** You must present **YOUR credit card** for incidentals at check in.
- Meals and incidentals
  - Allowable meals will be paid at the per diem rate. Meals & Incidentals checks will be issued after trip/conference.
  - Mileage will be paid at \$.37 per mile. The starting point when figuring mileage is the District Office. When more than one (1) individual is traveling, car pooling is **REQUIRED.**
  - In the event you are overpaid for meals & incidentals it is your responsibility to return district funds immediately.

- Per diem

Tips are included in per diem	In-State	Out-of-State
Breakfast	\$8.00	\$9.00
Lunch	\$10.00	\$12.00
Dinner	\$17.00	\$19.00
Total per day	\$35.00	\$40.00

- Meals will be allowed or disallowed according to:
  - Breakfast is/is not provided by hotel or conference host
  - Lunch/Dinner are/are not provided by conference host
  - Breakfast is not provided on the day of departure
  - Attendees whose conference is within 100 miles of VBSD and ends by 5:00 p.m. will not be allowed dinner.
- Cancellations must be made by travelers' supervisor and must be approved by Administration.
  - The traveler will be responsible for reimbursing the district for cancellation penalties on unapproved cancellations which are determined by Administration. Including but not limited to: Registration fees & hotel deposits.
  - Penalties applied for "no showing" are the sole responsibility of that individual.
- Parking Fees, Taxi, Hotel Shuttles & Toll Fees will be processed as reimbursements – with receipts & Supervisors approval.
- Each employee traveling by air will be reimbursed for (1) checked bag – with receipts – NOT TO EXCEED \$15 EACH WAY (\$30 Roundtrip) – VBSD is not responsible for overweight baggage fees.

## 7.17 – TRAVEL POLICY

Reimbursement for expenses related to travel and/or attendance at conferences and professional development activities incurred by district employees and/or members of the Board of Directors on behalf of the district shall be done according to the following guidelines. Original receipts must accompany all requests for reimbursement to the extent that such receipts are customarily available. For a receipt to be valid it should contain the name of the issuing company, the date, and the amount. Employees are only eligible for reimbursement for travel expenses for travel which has been approved in advance. Mileage, lodging, and meal expenses will not be reimbursed when incurred for the personal convenience of the employee and not required by the reason for the travel. Reimbursement for travel shall be for the lesser of the cost between travel by air or by car with some consideration allowed for length of time of the method of travel.

To the extent practicable, employees shall have the district pay initial conference and professional development registration fees and associated necessary materials. In the occasional circumstances where this is not practical, the district shall reimburse the employee for such fees if they were authorized in advance and are supported with proper receipts.

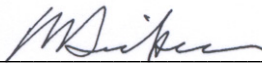
### Rates for Reimbursement

Mileage allowance shall be reimbursed at the rate of \$.37 per mile. Mileage shall be reimbursed on the basis of the shortest, most reasonable, route available.

### Expenses not covered

The district shall not reimburse the following items/categories of expenses.

- Alcoholic beverages;
- Entertainment expenses – including sports or sporting events or pay per view or game expenses at motels;
- Replacement due to loss or theft;
- Discretionary expenses for items such as clothing or gifts;
- Medical expenses incurred while on route to or from or at the destination of the reason for the travel;
- Optional or supplementary insurance obtained by the employee for the period covered during the travel; and
- Tips, other than those required by the source of the expense, e.g. a restaurant which adds a tip to the bill for all groups of six or more.

  
\_\_\_\_\_  
Superintendent

8-13-07  
Date