

## EMPLOYEE TRAVEL REQUEST

Name \_\_\_\_\_ Position \_\_\_\_\_

Building \_\_\_\_\_ Date \_\_\_\_\_

### Type of Request

- Classroom Extension (field trip or other activity that extends the classroom)
- Staff Development (circle one: conference | workshop | school visitation | class observation)
- Program Development (circle one: curriculum | work committee | work)
- Extra-curricular Activity (circle one: clinic | coaching | advising | training)
- Other (specify) \_\_\_\_\_

**Justification for Request** \_\_\_\_\_

### Complete Applicable Sections:

Dates Absent from Duty \_\_\_\_\_

Conference \_\_\_\_\_

Location \_\_\_\_\_ Sub Required  Yes  No

### Funding Requested

Transportation \$ \_\_\_\_\_

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

District Car  Private Car\*

Lodging & Meals \$ \_\_\_\_\_

Other (specify) \$ \_\_\_\_\_

Payment Method:  PCard  Reimbursement

Notes: \_\_\_\_\_

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**Disposition of Request:**  Approved  Denied

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Account Number

\_\_\_\_\_  
Supervisor/Principal Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Approval

\_\_\_\_\_  
Date

### **Certified Article 29 – Travel Expense Reimbursement**

Building staff development monies will be distributed yearly to each school site. Staff Development Committees at the sites in conjunction with the building principal will determine how such funds will be disbursed for travel, lodging, meals and registration. The following guidelines will be considered when employees are eligible for reimbursement for meals, lodging, travel and registration fees.:

Hotel:           \$110.00 per night or actual amount if less

Meals:           Breakfast \$9.00  
                      Lunch \$11.00  
                      Dinner \$24.00 (banquet fees are not considered)

Refer to Staff Handbook for reimbursement procedures.

Registration fees as approved by the District.

When travel is necessary, the District/Building will provide:

1.       Bus fare or;
2.       District/Building gas credit card if own transportation is used.

When out of town travel is necessary both parties will refer to ASD Administrative Rule for Travel

### **Classified Article 18 A, B – District Travel, Fees**

Any employee in the bargaining unit required to use the employee’s vehicle on District business shall be reimbursed at the current Internal Revenue Service rate for all miles driven on behalf of the District.

#### **Lodging, Meals and Registration Fees**

Reimbursement rates for meals and lodging shall be based upon the rates established by the General Services Administration (GSA) located at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The District will assume the cost of the registration fee.

#### **Paid Meals**

When employee(s) are scheduled to accompany students on a trip, they shall be entitled to reimbursement if the employee turns in an **itemized receipt** and the trip spans the following timelines:

Breakfast:	If the employee is expected to report for trip prior to 6:00 a.m.
Lunch:	If the trip extends beyond 2:00 p.m.
Dinner:	If the trip extends beyond 6:00 p.m.

INSTRUCTIONS: Submit form to Principal/Supervisor for signature. Employee to retain copy and submit for reimbursement or attach to P-Card reconciliation.

**If travel is out-of-state, Superintendent approval is required.**

**If a P-Card is used to purchase gas, the cost must be deducted from mileage reimbursement claims if any.**