

Hickman Mills C-1 School District

PROFESSIONAL TRAVEL GUIDELINES

TRAVEL FORM MUST BE COMPLETED IF:

- 1. District funds are being used. AND/OR
- 2. Individual will be out of building during regular school hours on other than contracted business.

APPROVALS:

- 1. Building/PDC Travel – *Principal*
- 2. Curriculum and Instruction – *Chief Administrative Officer*
- 3. Grant Funds – *Director of Grants*
- 4. Administrative Travel – *Assoc. Superintendent, Human Resources*
- 5. At District Request – *Assoc. Superintendent, Human Resources*
- 6. Secretary/Clerical/Custodians – *Principal or Administrator/Union Pres./Assoc. Supt., Human Resources*
- 7. Other Classified – *Supervisor/Dept. Providing Funds*

GUIDELINES:

- 1. In-service Days No release days will be approved during district/building in-service days.
- 2. First Month of School No release days will be approved during the first four weeks of school.
- 3. Last Two Weeks of School No release days will be approved during last two weeks of school -- *Board Policy* .
- 4. Building Limits Number of teachers approved to be absent from building for professional travel must be approved by the Building Administrator.
- 5. **District Meetings** **Chief Administrative Officer must approve professional travel if absent from district meeting.**
- 6. Hotel Charges Room and applicable room taxes only will be paid on district PO. Participant must pay all other charges at time of check out.
- 7. Time Frame Travel request must be submitted **at least 2 weeks (10 working days)** prior to registration deadline to allow time for processing.

. No requests for billing to district at site allowed. ***If purchase order has not been processed, participant is responsible for expenses.***

8. Approvals/Account
 - a. Building Travel
 - 1) Building Level Administrator approval for absence from building and Building Level Administrator/PDC representative approval for funds (*PDC representative approval required for PDC funds only*).
 - 2) Principal responsible for Account records.
 - b. Administrators Travel (Building Level and Central Office)
 - 1) Supervisor's approval.
 - 2) Assoc. Supt./Human Resources
 - c. Other/District Request (DR)
 - 1) Building Level Administrator's approval for absence from building
 - 2) Assoc. Supt./Human Resources
 - d. Grants
 - 1) Building Level Administrator's approval for absence from building
 - 2) Director of Grants.

9. Substitute Requirements

Must be completed at building level.

 - a. Indicate requirement prior to submitting request for approval.
 - b. Indicate actual substitute(s) on white professional travel form (PTF).
 - c. Grants require a "blue" substitute time sheet form.

10. Requested Expenses

Must be completed by participant.

 - a. Mileage (see predetermined mileage chart for state travel).
 - b. Food (see predetermined meal allotment).
 - c. Registration form – COMPLETED and ATTACHED TO PTF.
 - d. Lodging if applicable.
 - e. Airline/other if applicable.

11. Approved Expenses

Completed at Central Office.

12. Reimbursable Expenses

The following items are reimbursable only by requisition accompanied by original receipts:

 - a. Parking fees
 - b. Airline luggage check fees
 - c. Shuttle service
 - d. Gas purchased for rental car fill up requirements

13. Dues/Memberships

Professional dues and membership fees are not reimbursable and must be paid by participant if required for attendance.

14. Social Events

Tickets, cover charges, entertainment, etc., are not reimbursable.

15. Telephone Charges

Long distance or toll call expenses are not reimbursable.

16. Hotel/Motel

Single room rate will be paid unless shared with other district participant. If spouse shares the room, difference in cost between single and double occupancy will be responsibility of the employee. If others of same gender are attending conference from our district and spouse is sharing room with participant, full cost of room is responsibility of participant.

PREPAYMENTS

1. Registration/Fees
 - a. PO to be generated at building level for PDC only. *All other PO's processed at Central Office.*
 - b. Participant is responsible for any unrecoverable expenses should they not attend. Extenuating circumstances may be discussed with Chief Administrative Officer.
 - c. **Completed** registration form and other confirming data must accompany travel request.

2. Commercial Travel
 - a. PO to be generated at building level for PDC only. *All other PO's processed at Central Office.*
 - b. Applicant must make reservation arrangements through travel agency designated by Administration Center to receive direct billing to district.
 - c. District Travel Credit Card is needed before travel agency will release tickets to district.

3. Hotel/Motel
 - a. PO to be generated at building level for PDC only. *All other PO's processed at Central Office.*
(Must send 2 copies of document indicating room charge to be attached to PO for verification by auditors)
 - b. Applicant makes reservation arrangements.
 - 1) If within the state of Missouri, may request direct billing after written approval to attend is received.
 - 2) Provide secretary with following information
 - a) Confirmation number
 - b) Arrival Date
 - c) Departure Date
 - d) Name of roommate, if applicable
 - e) Room charge (if direct billing not available, will need total cost including room taxes, etc.)
 - c. If direct billing approved by hotel, TYPE "DIRECT BILLING APPROVED, ROOM CHARGES ONLY" on PO
 - d. If direct billing not available, will prepay with district check -- specify option below on PO
 - 1) "RETURN CHECK TO (NAME/SCHOOL) " to hand carry to hotel
OR
 - 2) "MAIL CHECK DIRECTLY TO HOTEL" (PO should be generated at least two weeks in advance to allow processing and to be sure check arrives prior to check in.)
- *Please Note* →
 - 3) If item 1) or 2) above is not specified on PO, PO will be considered incomplete and not processed.

4. Meals/Mileage
 - a. No reimbursement within metropolitan area (includes KCI area)
 - b. State (**Includes Missouri and Kansas**)-- Outside metropolitan area (includes St. Joseph, MO; Lawrence, KS; and Topeka, KS)
 - 1) Meals (transit day -- \$10.00)
 - 2) Meals (one night out -- \$10 one day, \$20 second day)
 - 3) Meals (multiple nights out--\$10 each travel day, \$20 other days)
 - 4) Mileage (see mileage chart)
 - 5) Miscellaneous travel (parking, taxi, shuttle, tips, etc.) No reimbursement
 - c. National (Outside state **other than Kansas**)
 - 1) Meals (transit day -- \$25.00)
 - 2) Meals (one night out -- \$25 one day, \$50.00 second day)
 - 3) Meals (multiple nights out--\$25 each travel day, \$50 other days)