



North Bolivar Consolidated School District Travel Guidelines

Pre-Travel:

Complete a **Travel Authorization Request Form** and **Professional Development Request form**. Attach a copy of the conference proposed agenda/registration or notification of the conference and a Request for Leave Form. The form must have an appropriate expenditure code and signatures to be processed (Federal Programs Director for federal funds and Special Education Director for exceptional education funds). All other funding sources must be submitted directly to the Business Manager. After completing the Travel Authorization packet, enter the leave request in Time Trust.

Once approval is granted, the following steps must be completed:

- 1) A requisition is entered in Integrity for the conference registration. Submit the requisition with the conference registration confirmation, conference proposed agenda/registration or notification of the conference attached and Professional Development request form. Also attach an EPLS if paying with federal funds.
- 2) A requisition is entered in Integrity for the hotel reservation. Submit the requisition with the hotel reservation confirmation attached. The attachment must include the confirmation number and details of the stay, listing per night rate and a total amount for the stay. Also attach a copy of the meeting agenda and an EPLS if paying with federal funds.
- 3) A requisition is entered in the name of the employee for transportation costs, meals, and incidentals, if applicable, in Integrity. Attach a MapQuest or Google Map printout for mileage verification from place of work to conference site and home to conference site. You will be reimbursed for the shorter distance. Travel payment will be authorized by the Superintendent, based on district availability of a vehicle and/or Superintendent determined factors. The mileage rate will follow and are applicable to the Federal registry guidelines.

The director(s) of the department for which funds are paying the travel must approve the travel requisition in Integrity.

- The requisitions must be submitted to the Federal Programs Director if paying with Federal funds and Special Education Director for exceptional education funds. All other funding sources must be submitted directly to the Business Manager.
- Copies of the purchase orders will be returned to the schools/sites and funding director, authorizing travel. Travel should not occur if a purchase order is not received.

A separate PO will be issued to the conference vendor and hotel. These costs will be paid and mailed prior to travel when timely requests are made and approved. Travel and meals will be provided, in the form of check(s) from Accounts Payable. If requests are untimely made and approved, and a check was printed prior to travel, the employee will need to receive applicable checks from Accounts Payable for conference vendor, hotel, meals, and travel. If requests are untimely made and approved, but a check was not printed prior to travel, the employee will pay for their expenses and be reimbursed, with proper documentation, after the travel.

It is the responsibility of each employee to make sure their travel is approved and have a PO BEFORE they travel. Travel made without a PO will NOT be reimbursed.

Post-Travel:

Complete a **Reimbursement of Travel Expenses Form**. The following must be attached to the form:

- 1) Copy of PO signed by employee
- 2) Conference Agenda
- 3) Hotel bill with \$0 balance.
- 4) Any other travel supporting documents (incidental receipts, etc.).

*A digital evaluation form will be sent via email and required to be completed upon return from professional development engagements. Requests for in-district sharing of professional development by participants who have recently attending professional development opportunities may be mandated by the Professional Development Director and/or Superintendent.