

Groton Public Schools (GPS)
Travel Reimbursement Guidelines
Effective beginning school year 2019-2020

Prior Approval

- Employees must submit an Employee Leave Request (ELR) through Sharepoint system and get proper approval at least fifteen (15) days prior to events within state and at least thirty (30) days prior to events out of state.
- Cancellation of an approved ELR must be made in writing. Any non-cancellable costs of the trip will be the responsibility of the traveler, unless the reason for the cancellation is approved in advance.

Travel within state

- Mileage rate is based on the IRS mileage rate.
- Mileage reimbursed based on Official Mileage Guide, available in your school office.
- Mileage to meetings, conferences, etc. must be reduced by the normal distance traveled to work when the traveler departs from home.
- Requests for mileage reimbursement must be itemized by date and destination.
- Original (not photocopied) itemized receipts showing payment made are required for reimbursement of all meals.
 - Should be reasonable and not exceed the following guidelines: Breakfast \$15.00, Lunch \$16.00, Dinner \$28.00
 - Under no circumstances will alcoholic beverages be reimbursed.
 - Meals are reimbursed individually and not aggregated.
 - Reimbursement should not be requested for any meal which is provided from another source, including meals provided by conference/workshop, breakfast as part of lodging rate, etc.
 - Original itemized receipts are required for reimbursement.
 - Tipping for meals should be reasonable and not exceed 20%.

Travel out of state

- Mileage reimbursed based on actual mileage, less normal distance traveled to work when traveler departs from home.
- Original (not photocopied) itemized receipts showing payment made are required for reimbursement of all meals, lodging, air/rail costs, etc.
 - Meals
 - Should be reasonable and not exceed the General Services Administration (GSA) (<http://www.gsa.gov/portal/content/104877>) per diem meal rates for the destination location.
 - Under no circumstances will alcoholic beverages be reimbursed.
 - Meals are reimbursed individually and not aggregated.
 - Reimbursement should not be requested for any meal which is provided from another source, including meals provided by conference/workshop, breakfast as part of lodging rate, etc.
 - Original itemized receipts are required for reimbursement.
 - Tipping for meals should be reasonable and not exceed 20%.

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- Lodging
 - Should be reasonable and not exceed the General Services Administration (GSA) (<http://www.gsa.gov/portal/content/104877>) per diem lodging rates (excluding taxes) for the destination location.
 - Lodging taxes are reimbursable (must be shown on receipt).
 - Original itemized receipts are required for reimbursement.
 - Traveler should make every effort to obtain lowest cost lodging possible. In the case of a conference, travelers are permitted to stay at the conference hotel.
 - If more than one employee has been approved to travel to the same conference, GPS encourages sharing of lodging when possible and practical.
 - Travelers will not be reimbursed for airport hotel costs prior to the day of departure or after arrival, unless approved in advance.

- Air/rail travel
 - Travelers should purchase the lowest commercial fare available using the most direct route.
 - In selecting a commercial fare, travelers should not consider their preference for airline, type of aircraft or connecting airports, but instead choose lowest fare.
 - Travelers may not insist on non-stop flights; as trip may require one stop or transfer in order to meet lowest fare requirement.
 - Travelers should purchase non-refundable tickets, unless a refundable ticket is documented to be less expensive.
 - Baggage fees will be reimbursed for one (1) piece of check luggage each way. Excess weight baggage charges will not be reimbursed.

- Car Rental
 - Request to rent a vehicle must be justified and will be considered if public transportation is not available, or if car rental results in cost savings.
 - If traveler is staying at conference location, rental vehicles are normally not allowed as staying at the conference location eliminates the need for transportation other than to and from the airport.
 - All traffic or parking citations in district, personal or rental vehicles are the responsibility of the drivers and will not be reimbursed.
 - Original itemized receipts are required for reimbursement.

- Other Transportation
 - Reasonable use of taxis, airport shuttles and ride-sharing to and from the airport terminal and conference site will be reimbursed as long as the lowest cost option is chosen.
 - Original itemized receipts are required for reimbursement.
 - Cost of taxis, etc. to and from non-conference events, social events or personal events are not reimbursable unless approved in advance.

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To be reimbursed

- Complete an F-1 form (copy available on website <https://www.grotonschools.org/aboutus/finance-office>), attaching required receipts and have reviewed and signed by appropriate personnel.
- To be reimbursed, travelers are must submit form plus all supporting documentation within fifteen (15) days of returning from a trip.
- Reimbursement requests submitted later than fifteen (15) days after travel is complete will require additional approval from the Assistant Superintendent.
- Reimbursement requests submitted later than sixty (60) days after travel is complete will only be paid at the discretion of the Superintendent.
- Reimbursement amounts are subject to additional review by approvers and the administrative offices, including the Business Office.