

## **Out of District Travel Requests**

### **requiring board approval**

Out of District travel requests must be submitted to the Superintendent's office when board agenda items are due. All travel requests must include only the principal's memorandum along with the Staff and Student Travel Request (found on the district website).

- Principal's memorandum recommending approval of an out of district travel request must include name of conference/purpose, destination, dates of travel and stating there is money budgeted for the request. (Please do not include any costs as they are already broken down in the Staff and Student Travel Request).
  
- Staff and Student Travel Request:
  - Check that the correct mileage rate is used either for school bus or private vehicle.
  - Campuses participating in the same event/conference must collaborate to ensure that transportation arrangements are shared when at all possible and that hotel accommodations are within the same cost frame
  - Per Diem rate for Out of State changes. Please refer to GSA (US General Services Administration) Domestic per diem rate. Use appropriate rate for city you are traveling to. Please note first and last day are 75% of regular rate. Staff travels at M&IE (Meals & Incidental Expenses) Rate. Students travel at 58.33% (0.5833) of M&IE Rate.
  - Other Expenses: Parking, taxi, shuttle
  - Do not list emergency money and entrance fees to parks, museums etc.
  - Do not list items paid by club
  - The use of car rentals must be pre-approved by the Superintendent of Schools. Use of car rental/private transportation for student transport is discouraged. The use of car rental for staff will be approved on a case by case basis when it is the most economic mode of transportation.
  - Please check travel form for accuracy prior to submitting. All amounts must total to the correct amount.