

## **Travel Guidelines for Faculty Attending Conferences and Workshops**

### **Registering**

Once a conference has been approved, please fill out the Faculty Travel Information Form in order to assist us in getting you registered as soon as possible as reduced rates for early registration may be offered. We would prefer that Registration be pre-paid by GFS when possible; however, if you pay for your own registration you can request reimbursement or complete a Check Request payable to the organization and the Business Office will mail the check. Either way, the Check Request with all the information and/or receipts included should be sent to Gail Hutton for approval. She will sign your request and send it to the Business Office for processing. If there is a group rate, everyone's registration should be handled by your Department Chair or Division Head and submitted together. For AIMS conferences, once approved, you can register on line and the invoice will automatically be sent to Gail or Vanessa.

### **Local Workshops and Conferences**

**Parking:** Reasonable charges for parking are allowed. When possible allow enough time to park in auxiliary or long term parking lots where the rates are lower.

**Mileage:** When traveling locally, mileage is only reimbursed if you are traveling from home to the conference or workshop by personal auto, and the mileage to get there is greater than the mileage to school. Travel to Washington or Virginia, for example, is generally reimbursable, while travel to downtown Baltimore or another local AIMS school is not. The traveler is responsible for any parking or traffic fines. Please provide receipts for public transportation (train, metro, bus) and tolls if they fall under these guidelines. Reimbursement for mileage is \$0.55 per mile. If multiple people are attending the same workshop from GFS, they should drive together whenever possible.

**Meals:** If the conference/workshop includes a meal, no other allowance will be made. We will reimburse you for up to \$40 per day for actual, reasonable and necessary costs for meals that take place during the time of the conference or workshop. Reimbursement may include a gratuity of up to 15%. Receipts are required. Expenses for alcoholic beverages are not reimbursed. Please submit **itemized meal receipts**. Credit card receipts that are not itemized may not be eligible for reimbursement.

### **Conferences Requiring Travel and Hotels**

Conferences that require travel are very expensive and the budget for Conferences and Workshops is generous, but limited. Requesting less money by sharing a room, taking cheaper transportation, etc. will improve our ability to fund your conference and others. Please keep that in mind when submitting a request, particularly one requiring travel. If you have been approved for a conference requiring transportation or a hotel, please complete the Faculty Travel Information Form and submit it to Stephanie Boteler.

**Flights:** Information required to book your reservations include: your name as it appears on your license, your date of birth, your travel dates and the times the conference or workshop begins and ends. Fares are best when the reservations are made very early.

**Overnight stays:** When your travel requires an overnight stay, let Stephanie know if the conference offers reduced rates at local hotels or if you can make your hotel reservation during the registration process. Every effort will be made to reserve a room close to the conference. Please be aware that in an effort to reduce costs for GFS, if faculty members of the same sex are attending the same conference there will be every attempt made for those individuals to share a hotel room. If there is any concern with

this policy please contact Gail Hutton directly. If you stay over an extra night after the conference has ended, there will be a personal charge unless there is no return flight available. No in-room charges are covered except wireless internet, if needed. The school credit card will be used to hold your room. If the hotel does not allow us to pay for your room with the school credit card, you will need to use your credit card to pay for your room and submit the receipt for reimbursement when you return.

**Transportation at the conference:** Whenever possible, please utilize our business Uber account, a taxi or hotel shuttle to avoid the cost of a rental car. If a car is needed, Stephanie will make the reservation but the rental company requires that the driver use their personal credit card for the rental charges. The cost of the rental will be reimbursed when you submit the receipt. To be covered under the GFS insurance policy, you must rent a vehicle valued under \$35,000. No additional insurance is needed. (Questions regarding our Uber account can be directed to Stephanie Boteler, but please know that you will need to download the Uber App in order to utilize this service.)

**If your plans change, please let Gail know so the funds can be reallocated.**

Thank you again for your eagerness to learn more! Education and schools have to be about teachers learning, just as they are about students learning. Please make sure to arrange with your Division Heads to share what you learn with your colleagues. We can all benefit from each other in important ways – as we have seen with the success of the Summer Institutes.

Rev. 06.21