

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4210

**DISTRICT TRAVEL POLICY**

1. Requests to attend conferences or inservice meetings are to be submitted to the applicable supervisor well in advance of the meeting. The conference/in-service shall be directly related to the staff member's assignment.
2. The supervisor will approve or reject requests.
3. The number of attendees at a given conference should be limited based on the expectation that those staff members attending the conference will freely share the information obtained with all relevant colleagues.
4. The traveling staff member will be responsible for presenting all required receipts, completing the state travel reimbursement form, and observing all applicable provisions of the Delaware Code and the State of Delaware Budget and Accounting Manual.
5. Transportation to and from the conference will be scheduled in the most economical manner feasible. The most economical method of transportation (vehicle, airfare, train, rental car, etc.) shall be used unless written approval is provided to use a transportation method that is not the most economically advantageous to the district.
6. When more than one employee is attending a conference that requires overnight lodging, it is expected that same sex employees will share a room. If they elect to do otherwise, the employee(s) will be responsible to pay the resulting cost difference. Similarly, if a spouse attends the conference with the employee, the employee shall be responsible to pay the difference between the single room rate and the double room rate.
7. The per diem travel allowance will be calculated per event based on the U.S. General Services Administration (GSA) rate for locations within the United States per the State of Delaware Budget and Accounting Manual. The per diem for a location is a combination of lodging allowance, meals allowance and incidental expense allowance. The per diem rate by location can be found at <http://www.gsa.gov/perdiem>

8. Original, itemized receipts are required for all expenditures including meals. The employee must submit the itemized receipts with a copy of the district's travel expense worksheet within five (5) days of their return. Baggage Handling and Maid Service: Reimbursement of tips for baggage handling and maid service, etc. will be given per GSA guidelines and included in the incidental travel rate.
9. Special Provisions Regarding the Purchasing Card:
  - a. The State of Delaware through the Division of Purchasing has entered into an agreement wherein state employees who travel on state business are eligible to receive a Purchasing Card. The Milford School District will only consider obtaining such cards for a limited number of employees who are expected to travel on a regular basis.
  - b. Applications for the Purchasing Card are available through the Business Office. Cards are usually received by the employee within ten (10) days of the receipt of the signed application.
  - c. The Purchasing Card may be used for registration, transportation, lodging, rental cars, meals and other travel related expenses.
  - d. While the Purchasing Card reflects the individual cardholder's name for accountability purposes; all charges are an obligation of the District as opposed to an obligation of the individual.
  - e. Since each charge is an obligation of the District and not of the individual, bills will be sent directly to the District rather than to the individual.
  - f. Since all charges are an obligation of the District, the cards may NOT be used for ANY personal expenses. For example, if the travel card is used to pay for the motel room, and the employee rents a movie, the employee should make arrangements to pay for these expenses separately at checkout so that they are not included in the bill that is sent to the District. If this is not practical, the employee will be responsible for reimbursing the District for these personal expenses upon their return. Under no circumstance is the Purchasing Card to be used for the purchase of any alcoholic beverages or in-state meals.
  - g. While the Purchasing Card will provide some degree of itemized billing, the employee is still required to provide receipts for all expenditures made while using the Purchasing Card. The absence of a receipt may result in the employee being held responsible for reimbursing the District for the undocumented expense.
  - h. All Purchasing Card bills will be consolidated by the issuing bank and sent directly to the Business Office. The employee will receive an Activity Statement from the bank. When the Activity Statement is received, the Activity Statement, a copy of the approved travel request and all receipts should be forwarded to the Business Office within five (5) days.

- i. Upon termination of employment, all cards will be returned to the District and deactivated immediately.

ADOPTED: 10/20/70

AMENDED: 7/18/77; 7/20/87; 5/22/00; 8/25/03; 4/18/11; 3/23/15