



## PROFESSIONAL LEAVE TRAVEL FORM

**This form must be submitted to the Finance Office at least seven (7) business days prior to the registration deadline and attached in Frontline.**

*(All Professional Leave requires advanced approval before any travel arrangements are made. Once travel is complete, actual costs must be reconciled and approved.)*

NAME: \_\_\_\_\_ SCHOOL/DEPT: \_\_\_\_\_

DATE(S) OF TRAVEL: \_\_\_\_\_

DESTINATION / LOCATION: \_\_\_\_\_

BUDGET ACCOUNT CODE: \_\_\_\_\_

DESCRIPTION OF CONFERENCE, WORKSHOP, SEMINAR, ETC. (Please attach detailed documentation):

\_\_\_\_\_

EXPENSES				
Expense Description	Payment Method <small>(Check, PCPS Credit Card)</small>	Vendor(s)	Estimated Cost	Actual Cost
Registration Fee				
Lodging: # of Nights ____				
Meals: # of __ B __ L __ D				
Parking, Tolls				
Fuel for School Vehicle				
Other <i>(please explain)</i>				
TOTAL				

Documentation must also be attached to this request, which should include detailed conference brochure/agenda and completed registration form. Detailed receipts must be submitted for all expenses.

**APPROVAL IN ADVANCE:** *(No travel arrangements or registration payments should be made until approved)*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent: *(All travel requires this approval)* \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: *(Required for all overnight travel)* \_\_\_\_\_ Date: \_\_\_\_\_

Has a PCPS vehicle been scheduled with Transportation for this travel? Yes \_\_\_ No \_\_\_  
 PCPS vehicles should be used for all travel. If a PCPS vehicle is not available, has Employee been approved to use personal vehicle and request mileage? Yes \_\_\_ No \_\_\_ Supervisor Initials \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL APPROVAL AFTER TRAVEL:** *(Must be submitted within 14 days of the travel return date)*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## TRAVEL INFORMATION

1. All travel expenses must be in compliance with the Superintendent's Regulation 5-4.5 (B).
2. No travel arrangements or registration payments should be made until approved by Assistant Superintendent and/or Superintendent, if applicable. Professional Leave should be entered into Frontline and a copy of the approved Professional Leave Travel Form should be attached.
3. Detailed receipts are required for all travel expenses. If a receipt is not available, a detailed explanation of the charge must accompany the completed travel form. All receipts must be mounted on a sheet of paper in date order.
4. A PCPS check and/or credit card should be used for all travel expenses, if possible. If registration should be paid via check, please include a Check Request Form with invoice and/or Registration Form for Finance Office to issue payment.
5. Travelers are expected to use the most economical alternative with respect to lodging. When attending a conference or seminar held at a lodging facility, travelers may stay at that facility. PCPS will pay the prevailing single room rate per traveler. Travelers shall use their school address when booking rooms and should not include personal rewards programs. Lodging should not be included for local travel, unless deemed reasonable and necessary by Superintendent.
6. PCPS vehicles should be used when traveling. Please schedule use of a vehicle with Transportation in advance of travel. In the event a vehicle is not available, use of a personal vehicle must be approved and mileage reimbursement may be made using the IRS prevailing rate. A mileage reimbursement form must accompany the reconciled and approved travel form and sent to the Finance Office.
7. The following are examples of travel expenses that are not permissible:
  - a. Meals not associated with travel requiring an overnight stay.
  - b. Loss of funds or personal belongings.
  - c. Personal expenses, such as newspapers, clothes, shoe shines, etc.
  - d. Entertainment expenses, such as pay TV, movies, nightclubs, health clubs, theaters, travel tours, golf fees, etc.
  - e. Insurance premiums paid by the traveler for the benefit of self or beneficiary.
  - f. Cost of alcoholic beverages.
  - g. Cost of traveler's checks or money orders.
  - h. Additional charges for accommodations, meals, travel, etc., for individuals not on PCPS business who accompany the traveler on an authorized PCPS business trip.
  - i. Fines, court costs and related expenses.
  - j. Expenses deemed as unreasonable, excessive, unsupported or unexplained.

8. The daily meal allowance, including tips, shall not exceed \$43 (\$75 in high cost areas). In accordance with Internal Revenue Service regulations, meals reimbursed are considered taxable income to the employee only if the employee is not traveling away from home overnight. Therefore, PCPS will reimburse meals only if the meals are in connection with travel requiring an overnight stay. The daily allowance is adjusted by the actual departure and returns and adjusted for meals included as part of the registration fee. Detailed receipts are required for all meals. Without proper receipts, reimbursement may be denied. If a meal exceeds the daily allowance, please provide justification. Tips on meals should not exceed 15% of the meal cost, which should be included in the meal allowance.

<b>Meal</b>	<b>Departure Before</b>	<b>Return After</b>	<b>Daily Allowance</b>	<b>High Cost Areas</b>
Breakfast	7:00 a.m.	9:00 a.m.	\$8.00	\$14.00
Lunch	12:00 p.m.	2:00 p.m.	\$10.00	\$17.50
Dinner	5:00 p.m.	7:00 p.m.	\$25.00	\$43.50
<b>Total</b>			<b>\$43.00</b>	<b>\$75.00</b>

The following United States cities have been identified as “high cost areas” and the daily allowance for meals (including tip) for these areas shall not exceed \$75.00:

San Francisco, CA	Chicago, IL	Philadelphia, PA
Metro Los Angeles Area	Minneapolis, MN	Las Vegas, NV
San Diego, CA	Boston, MA	Naples, FL
Metro Washington DC Area	Annapolis, MD	Palm Beach, FL
Newport, RI	Metro New York City Area	Seattle, WA
New Haven, CT	Park City, UT	Sedona, AZ
Vail / Aspen, CO	Ocean City, MD	Stowe, VT

9. The reconciled Professional Leave Travel Form must be reconciled and submitted to the Finance Office within 14 days of the return travel date.
10. If the employee should be reimbursed for any expenses, an approved Check Request Form (with detailed receipts) must accompany the reconciled and approved travel form and sent to the Finance Office. All forms (Check Request and/or Mileage Reimbursement) should be submitted together so all expenses can be issued in one reimbursement check.