

Staff Air Travel Protocol

Kalispell School District 5 currently utilizes Flathead Travel for our Student Group and Staff travel needs. These flights will be insured, offering travelers piece of mind.

Your school administrator-approved **Professional Development Pre-Approval Request** form should be sent to the Superintendent's Office. Please include:

1. Your fully signed and complete Pre-Approval Request form (Budget Unit Code required)
2. An attached agenda or brochure/web page from the conference or training that you are attending (this needs to show the dates and times of the conference/training).
3. A completed **Staff Travel Profile** form – Online Google Form

Visit the KPS website for all Staff Professional Development Travel Forms:

<https://www.sd5.k12.mt.us/departments/business-and-finance/business-forms>

Once your information has been received and approved by the Superintendent's Office, it will be sent to Flathead Travel where they will create travel options (where available). Once you have selected your trip and confirmed it with the Superintendent's office, Flathead Travel will book your ticket. Flathead Travel will email itinerary to both the Traveler and to the Asst. to the Superintendent.

When you are traveling, the district will pay for your first checked bag (you will pay for this with your, or your departments, credit card) and any bag after that will be the traveler's responsibility.

Send staff pre-travel forms and inquiries to:

Sherry Hodges-Ward
Assistant to the Superintendent
Kalispell Public Schools
406.751.3400 ext. 3417
[mailto: sherry.ward@sd5.k12.mt.us](mailto:sherry.ward@sd5.k12.mt.us)

Travel Expense Reimbursement:

After travel, each individual employee should complete a [Travel Reimbursement Claim Form](#) for accommodations, meals, and other travel expenses and submit the claim to the Business Office.

12/05/2022