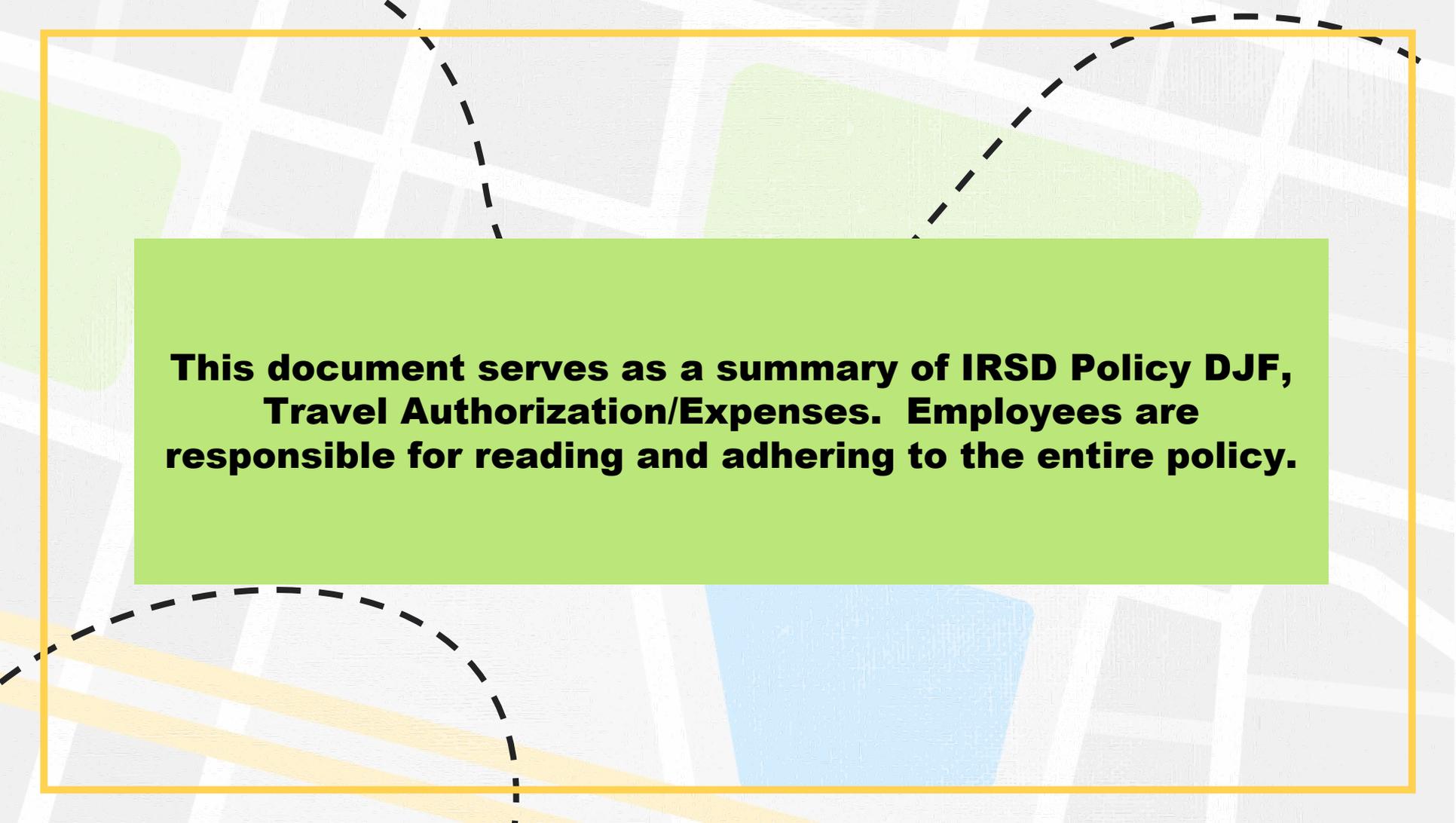


The background consists of a light gray grid representing a map. A large yellow sun is positioned in the upper center, partially obscured by a green rectangular box. A yellow location pin is positioned in the lower center, also partially obscured by the green box. Dashed black lines form a circular path around the sun and pin. A yellow curved line is visible in the upper right corner. The green box contains the main title text.

Guide to IRSD Travel



**This document serves as a summary of IRSD Policy DJF,
Travel Authorization/Expenses. Employees are
responsible for reading and adhering to the entire policy.**

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01 Travel Authorization

- **All professional development, including virtual sessions, and any travel that extends beyond one day, including employee travel involving students, shall be approved via the IRSD Travel/Professional Development Authorization Form.**
- **Employees wishing to attend an opportunity will provide the completed form to the building/department secretary, who will obtain approvals and submit to the district office.**
- **Completed forms must be submitted to the district office no fewer than 20 business days before the due date of the registration payment OR at least 30 business days prior to the travel if the employee does not currently have a State of Delaware credit card (PCard).**

01 Travel Authorization

- **CANCELLATIONS:**

- **When district funds have been expended in advance on behalf of the employee and the employee is unable to travel or attend the meeting or conference, the employee must report the cancellation with as much advanced notice as possible to the employee's supervisor.**
- **The employee or supervisor must contact the conference or meeting vendor to report the cancellation and request a refund.**
- **The employee or supervisor must also contact the district employee responsible for arranging common carrier and lodging reservations to cancel those reservations.**
- **In the event that adequate notice has not been given and the cancellation is not an emergency, as determined by the Superintendent, the employee may be required to reimburse the district for any non-refundable costs.**

02 Transportation

- **Once the travel request is approved, the employee should contact the Superintendent's secretary as soon as possible with the following information, as applicable:**

| | |
|--------------------------------|--------------------------------|
| Date of birth | Flight/rail preferences |
| Driver's license number | Hotel information |
| Cell phone number | |

- **The most financially advantageous method of travel will be used, including the most economical and direct routes.**
- **Coach fare will be used. Priority board or preferred seating will not be paid for by the district unless deemed medically necessary.**
- **Any special offers or group rates must be reviewed for lower pricing.**

02 Transportation

- **State Fleet or IRSD-owned vehicles should be used for out-of-state travel; however, employees may use privately-owned vehicles for out-of-state travel with reimbursement paid at the rate prescribed by Delaware Code, Title 29, §7102.**
- **Employees should coordinate schedules to travel together in the least number of vehicles possible.**
- **Employees must follow IRSD Policy JHFA.1 regarding transporting students in personal vehicles.**
- **Rental cars may be used when traveling out-of-state when justified as an economical need and approved on the travel form.**
 - **Employees are responsible for following the policies specific to rental cars, including using the PCard for such purchases.**

03 Lodging

- **Lodging will be paid for by the district when the approved travel is out-of-state, more than 12 hours, and overnight lodging is required.**
- **Lodging should be booked with the hotels blocked by the conference/seminar and any special conference rates should be used.**
- **Employees are not required to share rooms with other employees; however, employees may choose to do so to lower travel costs.**
- **When employee travel coincides with student travel, the District will be flexible to ensure any accommodation requirements of the sponsoring organizations are met.**
- **Per IRSD Policy JHFA.1, employees are forbidden from sharing a hotel room with any student during overnight travel.**

04 Meals and Incidentals (M&IE)

- **Meal costs must be tracked by employee and for the total trip, not by the day.**
- **Meals for multiple employees traveling together may be charged to one PCard.**
- **M&IE include:**
 - **Meals (food, beverage, tax, and tips). Tips should be reasonable and customary, and may not exceed 20% of the total bill.**
 - **Incidental Expenses (fees and tips given to hotel service staff, baggage carriers, etc.). This cannot be used for purchase personal items.**
 - **M&IE are not to exceed the GSA location rate (established by locality here: <https://www.gsa.gov/perdiem>):**
 - **For travel between 6 and 24 hours, the allowance is 75% of the GSA rate.**
 - **For travel of 24 hours or more, the allowance is 75% of the GSA rate on the day of departure and last day of travel and 100% of the GSA rate on all other days.**

05 Other Travel Expenses

- **Authorized travel expenses include:**
 - **Ground transportation, including airport shuttle, taxi (excluding premium car service), or public transit.**
 - **Taxis and rideshare services may only be used when it is necessary to use such means of transportation between a hotel and the airport, and when an airport shuttle is unavailable or more expensive.**
 - **Taxi and rideshare services for travel to restaurants, if necessary due to location or safety concerns, must not exceed 10 miles each way.**
 - **Hotel/airport parking and tolls for turnpike, bridges, and/or ferries.**
 - **Business-related telephone calls**
- **Additional authorized travel expenses are listed in IRSD Policy DJF.**

05 Other Travel Expenses

- **Unallowable travel expenses include, but are not limited to:**
 - **Alcoholic beverages**
 - **Entertainment, not included as part of the conference registration fees**
 - **Gratuities, greeting cards, flowers, and tickets to athletic events**
 - **Parking tickets and other traffic violations**
 - **Gasoline, fuel, and/or electric charging for personal vehicles**
 - **These expenses are reimbursed via the mileage rate.**
 - **Personal expenses/expenses not related to district business**
 - **Expenses expressly prohibited by the State of Delaware or IRSD**

06 Payment Methods

PCard

- **Primary method of payment for travel expenses**
- **Not to be used for personal or unauthorized expenses**
- **Not to be used for obtaining cash**
- **Receipts must be legible, itemized, and detailed**
- **Receipts are required as follows:**

| Purchase | Receipt Required | Receipt <u>NOT</u> Required |
|--|-------------------------|------------------------------------|
| Meals | | X |
| Other transactions \$10 or less | | X |
| Other transactions > \$10 | X | |

06 Payment Methods

Personal Reimbursements

- **Should occur rarely – when a PCard is declined or the employee doesn't have a PCard**
- **State of Delaware Personal Expense Reimbursement Form and all supporting documentation must be submitted within 7 business days to the building/department financial secretary for processing**
- **Itemized receipts must be obtained for all purchases exceeding \$10.00.**
- **Miscellaneous Non-Receipt Transaction Form may be used for transactions where receipts aren't given (i.e. hotel staff tips).**

07 Trip Expense Reconciliation

- **Employees are responsible for providing the following within the timeframes established by IRSD Policy DJF to the building/department financial secretary:**
 - **Required travel receipts and documentation as outlined in Payment Methods sections**
 - **Signed copy of IRSD Travel/Professional Development Authorization Form**
 - **JPMorgan Chase PaymentNet Central Bill Reconciliation (for PCard charges only; see instruction document to pull report)**
 - **The employee must ensure that all transactions have posted to the account prior to running this report.**
 - **The employee is to sign this report, indicating that all charges were made by the employee and that the amounts are correct/reasonable.**
 - **The employee is responsible for disputing any incorrect or fraudulent charges by contacting JPMorgan Chase directly.**

07 Trip Expense Reconciliation

- **IRSD Travel Expense Reconciliation Spreadsheet**
 - **The employee must enter the requested information on this spreadsheet to reconcile the meal charges made to the total trip meal allowance.**
 - **If meals for multiple employees are charged, meals are to be broken out by employee to ensure that each employee did not exceed the individual's total trip meal allowance.**
- **All travel documentation is to be submitted at one time.**
- **The building/department financial secretary will obtain approvals and submit to the Business Office for processing.**