

RINGGOLD SCHOOL DISTRICT

400 MAIN ST
NEW EAGLE, PA 15067

TRAVEL POLICY

This policy will apply to all employees of the Ringgold School District and to all members of the Ringgold Board of School Directors.

The purpose of this policy is to assure that sound business-like practices are applied to all district travel in a uniform manner. A Request to Attend Conference/Seminar/Activity form must be completed and signed no later than one (1) month prior to the scheduled meeting or seminar. All forms are to be sent together to the Superintendent's office to be processed. Approval for this activity will come from your building principal. Once the activity is approved, the basic principles of the travel policy will be as follows:

No payment for travel and/or expenses will be made until all of the following requirements are met:

1. Complete the Request to Attend Conference form (this can be found on Ringgold's website), obtain building principal's or supervisor's approval, and send the request to the Assistant Superintendent.
2. The individual will be responsible for making travel arrangements, i.e., plans and hotel reservations for all district-related travel unless otherwise notified. The individual will also be responsible for payment of any fees to be paid prior to the conference that are \$100.00 or less. If the fees are more than \$100.00, a purchase order will need processed at the building level.
3. The district will pay only for the most economic method of travel, i.e., if flying is less costly than paying automobile mileage plus sleeping accommodations, then the district will only reimburse the employee for the air costs regardless of the actual method of travel chosen. The Director of Finance and Operations will make this determination.
4. District staff should attempt to stay only at hotels offering government rates. Quotes from three hotels will be obtained and documented in writing. Quotes will include the cost of a room quoted, hotel staff person (name) contacted, time and date contacted, hotel name and phone number. The district will pay only for a single room, and only at the most economic rate quoted. Should the employee opt to stay at a more expensive hotel, they will be reimbursed only the lowest available rate. They will assume the added cost. In the case of conferences, this rule can be waived with prior board approval only in order to facilitate conference attendance.
5. All reimbursed travel will be pre-approved by the following in writing on the attached pre-approval form by:
 - a. Principal or Supervisor
 - b. Director of Finance and Operations
 - c. Superintendent of Schools
6. The Director of Finance and Operations will review all travel vouchers submitted prior to actual payment for adherence to this policy and to the actual travel requested.
7. All travel vouchers will be reviewed by the Board at its monthly Board Meeting and before actual reimbursement is made.

8. Reimbursement rates for meals will be as follows:

Breakfast	\$7.00 (max)
Lunch	\$10.00 (max)
Dinner	\$24.00 (max)

9. Mileage reimbursement will be at the current IRS rate. Discrepancy in mileage claimed will be paid at the discretion of the Director of Finance and Operations.

10. A receipt is required and reimburseable expenses under this policy will be limited to:

- a. Lodging and appropriate taxes
- b. Taxi fares
- c. Parking fees
- d. Highway tolls
- e. Meals
- f. Conference fees
- g. Mileage
- h. Airfares

**The individual will be reimbursed for expenses after completion of conference.

11. The District will not pay for lodging within a distance of fifty (50) miles.

It is the employee's responsibility to complete all forms, as well as any registration form.

Attach receipts and submit to the Business Office within one week after the activity is completed. The District will not reimburse any expense that is not supported by a receipt.