



TO: Administrators, Supervisors,
Bookkeepers and Secretaries

THRU: Dr. Craig Witherspoon,
Superintendent

FROM: Sherri Mathews-Hazel, CPA
Chief Financial Officer

Edward Carlon, CPA
Chief Operation Officer/Budget

RE: 2019-2020 Travel Guidelines for Employees

DATE: September 11, 2019

In 2019-2020 school year, all travel in-state and out-of-state has been reduced to only cover what is required or necessary to perform your job. Below please see the travel guidelines that will be in effect until June 30, 2020.

1. Staff travel should be submitted on the Request to Attend form at least 30 days prior to departure for local travel and 60 days prior to departure for airline travel.
2. No more than one person per location may attend a meeting/conference/training unless specified by a grant or program requirement.
3. The Request to Attend Form should be completed according to the Travel Advance Checklist. The following documents should be attached before supervisors' approval:
 - a. Justification form (see Attachment B)
 - b. Conference or Meeting Agenda (if applicable)
4. The Request to Attend form must have the following approvals in this order:
direct supervisor→executive director→chief level→budget services→Superintendent. Please note: Budget services will approve for funds available before Superintendent approval. Superintendent's approval is required before making travel arrangements such as airline reservations, registrations, etc.
5. The Superintendent's office will then forward the Request to Attend form to accounts payable in Financial Services for processing and pre-payments.

Travel reminders:

1. A purchase order is required before Forest Lake travel agency can be used. Employees may also use travel web sites such as Expedia, Travelocity to purchase tickets with their personal credit cards. The receipt will be needed for reimbursement.
 - a. The District will only pay for the lowest coach fare available, at the time of reservation. If the employee is driving to the destination, mileage reimbursement cannot exceed a coach ticket amount.
2. Rental vehicles may be authorized when other means of travel cannot be used economically. Prior approval is required so be sure to include on your Request to Attend form.
3. Lodging must be at a commercial establishment and the employee is required to reserve accommodations at the lowest available single rate.
4. All expenses need to be included on the Request to Attend Form even if included by purchase order. Examples of other expenses are registration, airline baggage, internet, taxi or shuttle services, etc.
5. Please see attached the detailed travel advance checklist for more detailed information.

Please share travel guidelines with your staff. The travel justification form and travel reminders are attached for your use. If you have any questions, please call Abigail Vella at 803-231-7555 or email Abigail.vella@richlandone.org.

Attachments:

Travel Reminders (Attachment A)

Travel Justification Form (Attachment B)

Checklist for Completing Request to Travel (RTAs) (Attachment C)

TRAVEL REMINDERS

MILEAGE PER DIEM: \$.58 as of July 1, 2019

MEAL PER DIEM: \$35.00 per day in-state
\$50.00 per day out-of-state

Departures after 12:00 noon=1/2 day rate
Arrivals before 12:00 noon=1/2 day rate

TRAVEL APPROVAL: The Request to Attend must have direct supervisor, appropriate executive director, chief level approval, budget services, and Superintendent's approval before making arrangements. Do not incur expenses before all required approvals are obtained. Allow at least 30 days prior to departure for local travel and 60 days prior to departure for airline travel. (Refer to A/P Check Run Schedule)

REQUEST TO ATTEND FORMS: Must be completed prior to attending conferences and workshops. Employee can pay all approved expenses and request reimbursement after activity or request district payments in advance as follows:

Vendor Prepayments should be indicated by placing an * next to the line item you need prepaid and attaching the required prepay documents.

___Registration: Attach *completed* registration form, which shows amount due and mailing instructions. Do not request payments for memberships; conference registration fees only.

___Airline Travel: Shop for best travel agency rate.

If you are using Forest Lakes, a Purchase Order is required. Procurement Services must have a copy of the RTA with all required signatures before a purchase order is issued.

Or pay with personal credit card when using any other travel websites.

Do not authorize travel agent to issue ticket until you have cabinet level approval.

___Lodging: When making your hotel reservations, you should secure your reservation on your credit card or (only if needed and requested directly). Request a pre-pay deposit for one night's lodging if required. For deposit prepayment, provide hotel confirmation form or separate document with your name, hotel name, address and confirmation #.

Employee Advances – An employee can request a travel advance covering 75% of expenses not already prepaid.

To request an advance check, circle *yes* at bottom of form.

The remaining 25% will be paid when you submit your Travel Reimbursement form, along with the required receipts.

TRAVEL REIMBURSEMENT REQUEST: If you have requested travel prepayments and /or an employee travel advance, you ***must*** file this form within 5 workdays of your return. Remember to...

___List time of departure and return (AM or PM)

___Attach your *original, itemized* hotel bill showing charges and payment in full. On-line payment verification required

___Obtain receipts for airline baggage and other misc. airline charges

___ Attach your original receipts for rental car, parking and ground transportation expenses.

___Travel Reimbursement forms must also be approved by the appropriate supervisory / budgetary person.

STUDENT TRAVEL/MEALS: Expenses for traveling student meal purchases can be submitted on Expenditure Request form. Designated employee will be responsible for purchases and meal receipts.

INQUIRIES: *Stephanie Conrad, supervisor*

231-7526

Dept. #750

FY2020

TRAVEL JUSTIFICATION

1. How many staff members from your school or department are attending the conference? What is the justification for more than two staff attending?

2. What is the purpose of this conference? (Attach the agenda to Request to Attend Form).

3. What do you anticipate the benefit will be to Richland One by attending this conference?

4. How will the information learned at this conference be shared with other Richland One staff?

5. Will you be using a rental car? If yes, why?



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Checklist for Completing Request to Travel (RTAs)

Name: _____

Items	Traveler's Initials
Registration Form Attach completed registration form, which shows amount due, payable to, and mailing instructions (if applicable).	
Conference Schedule/Agenda Include a copy of the agenda to include dates and times of conference.	
Travel Justification Form (Attachment B) Complete the District Travel Justification Form (see Attachment B).	
Travel Calculate round trip and vicinity mileage at a rate of \$.58 per mile as of July 1, 2019.	
Airline Travel Provide a quote/estimate for air travel. Employees have the option to use Forest Lakes (Purchase Order Required) or other travel websites (Personal Credit Card). If employee is using Forest Lakes Procurement Services must have a copy of the Request To Attend (RTA) with all required signatures before a purchase order is issued to Forest Acres Travel.	
Lodging Provide a hotel estimate indicating the dates and total amount of your stay. Employees are required to obtain their room at the lowest single rate.	
Meal Per Diem \$35.00 per day in-state \$50.00 per day out-of-state as of July 1, 2019. Departure after 12:00 noon = ½ day rate Arrival before 12:00 noon = ½ day rate	
Other Expenses Be sure to indicate if you will have additional expenses such as parking (valet, parking garage, etc.), rental car, ground transportation (Uber, Lyft, etc.), and/or baggage handling at airport.	
Travel Request Form Complete the Request to Attend (RTA) form and indicate with an * each item you wish to have pre-paid and circle yes for prepayment. Ensure the traveler and immediate supervisor have signed the form.	
Please include correct account number/budget code.	
Immediate Supervisor and Chief Level Signature	

Attach this checklist to the front of your RTA package.