Rev 3/20/24- BW

Travel Request and Expense Report

Pre-approval of Estimates and Reconciliation of Actual Expenditures

EVENT/TRIP NAME:	

Employee Name:	Primary Work Location:	Departure Date:	Return Date:

Description/Rationale of Event and Travel Plans:

Costs Payable Directly to Vendors

	Vendor	Amount	Notes
Conference/Event Fees			
Other:			
Other:			
Other:			
	Purchase Orders will be required for each different vendor		

Proposed Funding Source(s)

Program Code	Object	Location	Amount	Notes/ POs

Schedule of Employee's Reimbursable Expenses

	ESTIMATES (Pre-Trip Approval)				ACTUALS (Submit After Trip)			
	Quantity	Rate	Total	Notes/ POs	Quantity	Rate	Total	Required Explanation for Any Items Exceeding 10% of Estimated Amount
Conference/Event Fees			$ 0.00				$ 0.00	
Major Transportation (Airfare, Rail, Bus)			0.00				0.00	
Local Transportation (Taxi, Rental, Ride Share)			0.00				0.00	
Mileage- Employee's Own Vehicle- Miles x Current IRS Rate			0.00				0.00	
Lodging (Max is GSA Rate for Destination)			0.00				0.00	
Parking			0.00				0.00	
Meals (Max is GSA Rate for Destination)			0.00				0.00	
Other:			0.00				0.00	
Other:			0.00				0.00	
Other:			0.00				0.00	
	Estimate Total		$ 0.00		Actual Total		$ 0.00	

Employee Signature - Estimates:	Date:

Supervisor Signature - Estimates:	Date:

Supervisor signature is an approval to move forward with the requisition process, not an approval to incur expenses. Once Supervisor signs, this document can be used as a "quote" to enter purchase requisitions. Save this form to use for processing reimbursement expenses after the event.

Employee Signature - Actuals:	Date:

Supervisor Signature - Actuals:	Date:

After conclusion of the event, and approval of ALL actual expenses by Supervisor, this form must be submitted as an "invoice" along with all ORIGINAL itemized receipts for reimbursement. If the actual expenses exceed Purchase Order amounts, contact Finance to revise POs.

Finance and Operations

Policy/Procedure

Title: **Travel Expenditure Policy and Procedure**	Control #: Finance 01.1001
Date Implemented: 4/4/2024	Implemented By: Ben Whittaker, Director- F&O
Distribution: RSD17 Administrators (e-mail)	Departments Affected by Procedure/Policy: All Employees
Forms or Attachments: Travel Request and Expense Report Form	Revision Distribution Dates:

1. Background and Purpose

   Attending professional conferences or events directly or indirectly related to educational matters are encouraged if they provide value to the District and the professional growth of staff members. This policy and procedure establish a mechanism for employees to obtain approval attend a specific event, ensuring all expenditures related to the event are pre-approved and reconciled at the end of the trip.

2. Policy

   Out-of-District travel and/or participation in professional conferences or events by any Regional School District #17 (RSD17) employee must be pre-approved in writing by the Superintendent of Schools or designee. Employees will be reimbursed for pre-approved normal and reasonable business expenses incurred for out-of-district travel, lodging, meals and related expenses in accordance with this policy and procedure. Employees must submit a detailed estimate of travel expenses for approval, and approval must be secured prior to any actual purchases. After travelling, itemized receipts for all reimbursable purchases with descriptions corresponding to the estimate must be submitted within thirty (30) days of the return from travel.

   Employees who utilize their own vehicle for travel on official district business will be reimbursed at the current published IRS rate. In order to be eligible for mileage reimbursement, employees must submit a written request for reimbursement, itemizing mileage for all travel and complying with applicable contract language, to the Finance Department. If the employee is not covered by labor contract, or if the employee's contract is silent on mileage submittal requirements, the request for reimbursement

must be submitted no later than the 30th calendar day of the calendar month following the travel. Late submittals will not be reimbursed.

The "Travel Request and Expense Form" (Form), which is a fill-in PDF form (no printing necessary) is available from the Finance Department and shall be utilized to secure estimate approval pre-trip, form the basis of Purchase Orders, and secure approval of actual expenses post-trip.

Per-Day maximums for Meals and Lodging are determined by utilizing the US General Services Administration's "Per Diem Look-Up' tool. Exceptions to the per-day maximums must be requested using the Form.

3. Procedure

- As far in advance of the travel/event as possible, but no later than fourteen (14) days prior to travel, the employee submits a written description of the event and an estimate detailing all travel expenses for approval using the Form. All funding sources (budget codes) must be provided as this estimate will form the basis of a purchase requisition(s) and proceed through the Purchase Order process.
- Employee signs (electronically on the PDF form) and submits to supervisor (Superintendent's designee). If approved, form is returned to the employee so they can enter purchase requisitions. Items that the employee will be reimbursed for will require a requisition with the employee as the "vendor." In other words, the Purchase Order will be to the employee.
- The requisitions proceed through the normal purchasing process, and when converted to Purchase Orders, the employee can initiate the approved purchases and travel arrangements.
- After the trip/event the employee accounts for all actual expenditures incurred using the same Form and attaches original, itemized receipts to the Form, which will now be used as the "invoice" and submitted through the normal invoice processing system as soon as possible, but no more than thirty (30) days after return. Reimbursement applications submitted more than thirty (30) days after return to the District will not be processed.
- Expenses exceeding 10% of the approved estimate require explanation and will not be reimbursable except for documented emergency circumstances, such as hotel costs due to flight cancellation.