



## New Kent County Public Schools Conference/Meeting Request Form

Required Information			
Applicant's Name:		School:	
Date of Request:		Department:	
Name of Conference:		Date of Conference:	
Sponsor of Conference:		Time of Conference:	
Is a substitute required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Conference:	
Absence registered in SubFinder:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Expenses		
Conference Registration Cost:	\$	Will a county car be requested: <input type="checkbox"/> Yes <input type="checkbox"/> No
Estimated cost of travel, meals* (exclude meals covered in registration cost), & lodging:	\$	<b>Mileage will only be granted if you do not have access to a county vehicle.</b> If a county vehicle is available and the employee chooses to use their personal car, then mileage is not reimbursable. The only exception is if the only vehicles available are high mileage vehicles that the transportation director feels are not appropriate for long distance travel, then the traveler may use their personal vehicle and receive reimbursement. <b>Email the transportation director your request.</b>
<p>*Meals will be reimbursed only with proper receipt. Identify each meal separately (including tax &amp; tip) for each day. An itemized receipt should be submitted for each meal. The maximum food allowance per day is <b>\$60.00</b>. Receipts <b>MUST</b> be itemized and show actual food and non-alcoholic beverage purchased (alcoholic beverages will not be reimbursed). Local conferences and meetings will not be reimbursed for meals. <b>If travel does not involve a complete day, the allowance for meals is as follows: breakfast \$15, lunch \$20, dinner \$25.</b> If a traveler leaves their home after 6 a.m. they will not be reimbursed for breakfast. If the traveler arrives at home prior to 7 p.m. they will not be allowed reimbursement for dinner.</p>		

Purpose of conference / Expected professional outcomes:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Important Information:
If the conference is approved, <b>it is the responsibility of the applicant to register for the conference</b> through their bookkeeper or department's administrative assistant <b>and to secure a substitute if necessary</b> . Once your request has been approved by your building principal or supervisor, it will be returned to you unless additional funds are needed from Student Services or the Innovation and Development department. If your conference requires additional funds and approval, it will be returned to you once those are secured. <b>It is the applicant's duty to submit this form and any needed reimbursement or trip expense reports to the NKCPs Finance department.</b>

See page 2 for approval sections.

New Kent County Public Schools  
Conference/Meeting Request Form (*cont'd*)



<b>Principal Only</b> Conference Approved by Principal: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Student Services Only</b> Conference approved by Executive Director of Student Services: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Central Office Only</b> Conference approved by Executive Director of Innovation and Development: <input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Approved: _____	Amount Approved: _____	Amount Approved: _____
School Fund Account Code to be Used:	Student Services Fund Account Code to be Used:	SBO Fund Account Code to be Used:
ORG: _____	ORG: _____	ORG: _____
OBJECT: _____	OBJECT: _____	OBJECT: _____
PROJECT: _____	PROJECT: _____	PROJECT: _____
If additional funds are required, please forward this request to the Executive Director of Innovation and Development or the Executive Director of Student Services for approval. If no additional funds are required, please return form to the applicant.		
_____ Principal's Signature of Approval	_____ Executive Director of Student Services' Signature of Approval	_____ Executive Director of Innovation and Development's Signature of Approval
Date _____	Date _____	Date _____

**If a Travel Expense Reimbursement Voucher is submitted for this request, a copy of this approved conference request form and all itemized receipts should be submitted along with the reimbursement request to the NKCPS Finance department.**

**If utilizing a Bank of America P-Card for this request, please submit a copy of this approved conference request form, the Bank of America P-Card Trip Expense Report, and all itemized receipts to your bookkeeper or department's cardholder.**



# New Kent County Public Schools

## Travel Reimbursement Procedures

(Revised August 7, 2023)

1. Traveling on School Board business includes trips outside of the county to conferences, conventions, workshops, seminars, educational and training courses, forums, and other school-related business. An "authorized trip" is defined as one having been approved by the Superintendent or his/her designee. All travel should be paid for via the school purchase card program. If an employee encounters costs that could not be paid for via the purchase card, they should submit the attached reimbursement request for those expenses. All travel that is completed on the purchase card should be documented on the attached "Trip Expense Report". Claims for reimbursement must be presented to the School Board on the standard Travel Expense Reimbursement Voucher (attached).
2. Travel reimbursement vouchers must be typed or printed legibly. Forms are located in each main office and in the online forms folder. By signing and submitting the Travel Expense Reimbursement Voucher, the traveler is validating the accuracy and truthfulness of the claim for funds. Any amount deemed unreasonable may be adjusted by the Chief Administrative Officer with an explanation given to the employee.
3. Give name and dates of meeting and places of attendance – please include city and state at a minimum (addresses, if available, will allow for better calculation of mileage).
4. Mileage should be listed on the travel form from your work location to your destination and back to your work location. However, if you leave from home because it is closer than coming to work, then you should use mileage from your home. Mileage will only be granted if you do not have access to a county vehicle. If a county vehicle is available and the employee chooses to use his/her personal car, then mileage is not reimbursable. The only exception is if the only vehicles available are high mileage vehicles that the transportation director feels are not appropriate for long distance travel, then the traveler may use their personal vehicle and receive reimbursement.
  - a. **The allowance per mile for use of personal cars is equal to the most current rate established by the IRS, generally set on January 1<sup>st</sup> of each calendar year.**
  - b. Mileage will not be reimbursed for travel that is incidental to the normal course of a person's daily commute. For example, if you have a stop on your way home that is school-related business, you will not be reimbursed for mileage to that stop.
  - c. Miles traveled should be listed on the day the travel actually occurred.
  - d. Tolls are reimbursed only with proper receipts.
  - e. When using School Board owned vehicles, request reimbursement for gas only with proper receipt and documentation of prior approval for travel.
  - f. Transportation will be reimbursed for trains, planes, or buses with proper receipts.
  - g. Attach a copy of the approved conference/meeting request form to the travel reimbursement request form.
5. List name and place of lodging and itemize lodging charges by date. Hotel receipts must show a zero balance. If they do not show a zero balance, a receipt must be included showing that the hotel bill has been paid.
6. Meals will be reimbursed only with proper receipt. Identify each meal separately (including tax & tip) for each day. An itemized receipt should be submitted for each meal. The maximum food allowance per day is **\$60.00**. Receipts **MUST** be itemized and show actual food and non-alcoholic beverage purchased (alcoholic beverages will not be reimbursed). Local conferences and meetings will not be reimbursed for meals.

**If travel does not involve a complete day, the allowance for meals is as follows: breakfast \$15, lunch \$20, dinner \$25.** If a traveler leaves their home after 6 a.m. they will not be reimbursed for breakfast. If the traveler arrives at home prior to 7 p.m. they will not be allowed reimbursement for dinner.
7. If more than one person is on a receipt, each person and his/her amount must be identified. There are times when a traveler wishes to bring family members on travel with them. The School Board is not responsible for any expense incurred by family members who travel with the employee. Receipts turned in to the School Board for reimbursement must have the traveler's expenses marked clearly and separate from any family expenses.
8. Identify taxi or bus when used; give points of origin and destination, accompanied by proper receipt. Reimbursement will not be given for taxi or bus trips to and from restaurants and/or other activities not directly related to conference attending. Tips are considered a proper item of traveling expenses, provided the amounts are in proportion to services rendered. They should be listed separately on the reimbursement form.
9. When requesting reimbursement for registration fees paid, a copy of the registration form, showing cost, must be attached with the receipt.



## New Kent County Public Schools Travel Reimbursement Procedures (*cont'd*)

(Revised August 7, 2023)

10. Non-reimbursable items include:
- Personal expenses such as telephone calls, haircuts, valet, laundry, and room service are not reimbursable.
  - Self entertainment activities such as movies, night clubs, health clubs, dinner theaters, bowling, and/or any alcohol beverages are not reimbursable.
  - No traveler shall be allowed mileage when traveling with another traveler who claims and is entitled to mileage or transportation expenses.
  - No travel insurance premiums will be paid by the School Board.
  - Loss of funds or personal belongings while traveling is the responsibility of the employee and is not reimbursable. The cost of traveler's checks is not a reimbursable item.
11. All receipts must be itemized and attached. All receipts must be identified by vendor, store, merchant, and restaurant or establishment name. **Receipts submitted without these will be voided.** Please tape small receipts to a piece of paper or scan/photograph to submit electronically.
12. Travel forms must be signed by the traveler, his/her supervisor, and the administrator whose account is being charged (may or may not be the same as supervisor). **An approved copy of the professional leave form must be submitted with travel form.** Professional leave forms are not mandatory for "local meetings" that involve 1 day or less, unless a substitute is involved.

<b>Important Information:</b>
<b>All travel statements are due in the finance office no later than the closing date of accounts payable for that month.</b>
<b>Please note: Due to fiscal year closeouts, if June travel is not submitted by July 31<sup>st</sup>, the individual cannot be reimbursed.</b>



# New Kent County Public Schools

## Travel Expense Reimbursement Voucher

Required Information			
Name:		School/Department:	
Home Address:		Name of Conference:	
City/State/Zip Code:		Date of Conference:	
Was a county car requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Reimbursement Request:	
Was a county car approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Mileage/Route		
From:		Please attach MapQuest or Google Maps directions if submitting for mileage reimbursement.
To:		
<b>Mileage will only be granted if you did not have access to a county vehicle or if you received special permission to drive your personal vehicle from the transportation director. Attach an approval from the transportation director if needed.</b>		

Meals	Receipts
Were meals included in the cost of registration: <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>BREAKFAST \$15.00 – LUNCH \$20.00 – DINNER \$25.00</b> Breakfast, lunch, and dinner allowance NOT to exceed <b>\$60.00 per day</b>	<p style="text-align: center;"><b><u>ALL RECEIPTS MUST BE ITEMIZED AND ATTACHED</u></b></p> <p style="text-align: center;"><i>Please tape small receipts to a piece of paper or scan/photograph to submit electronically.</i></p>

DATE	NUMBER OF MILES	MILES @ (67 cents)	PARKING	MEALS	TIPS	TOLLS	TOTAL
<b>OTHER EXPENSES (EXPLAIN):</b>							
<b>GRAND TOTAL</b>							
<b>BUDGET ACCOUNT TO BE CHARGED:</b> _____							

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

**Copy of approved conference request form and all itemized receipts must be attached.**



# New Kent County Public Schools

## Bank of America P-Card Trip Expense Report

Required Information			
Name:		Date:	
Department/Location:		Travel Dates:	
Travel Purpose:		Last Four Digits of Card:	

Meals
Meals will be reimbursed only with proper receipt. Identify each meal separately (including tax & tip) for each day. An itemized receipt should be submitted for each meal. The maximum food allowance per day is <b>\$60.00</b> . Receipts <b>MUST</b> be itemized and show actual food and non-alcoholic beverage purchased (alcoholic beverages will not be reimbursed). Local conferences and meetings will not be reimbursed for meals. <b>If travel does not involve a complete day, the allowance for meals is as follows: breakfast \$15, lunch \$20, dinner \$25.</b> If a traveler leaves their home after 6 a.m. they will not be reimbursed for breakfast. If the traveler arrives at home prior to 7 p.m. they will not be allowed reimbursement for dinner.

Receipts
<b><u>ALL RECEIPTS MUST BE ITEMIZED AND ATTACHED</u></b>
<i>Please tape small receipts to a piece of paper or scan/photograph to submit electronically.</i>

The following purchases were made on the school division purchase card and require no reimbursement to the submitter:

RECEIPT DATE	VENDOR	PURPOSE	AMOUNT

I certify the above expenses were made in conjunction with official school board travel and were made in accordance with School Board policy and procedures.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Submit this documentation and return the P-Card to cardholder/bookkeeper/department that funded the travel within THREE working days of return from travel. Attach all itemized receipts.**