

TRAVEL CHEAT SHEET (PO MUST be in place first thing!!)

IDENTIFY TRAVEL PURPOSE / LOCATION / FUNDING SOURCE

- The reason for travel must be identified and verifiable through a program / itinerary / certificate of attendance / and approved by the board
 - Approved by the board means you cannot travel until after the board meeting where the travel was approved
- Is the location OUT OF STATE or in-state
- What is the funding FUND and PROJECT to submit the PO to?

WHAT CAN BE PAID?

- MEALS - meals will not be reimbursed if they are included in the travel
*registration -
- MEALS will only be paid for if an overnight stay is required (IRS regs)
- MEALS will be reimbursed via PER DIEM rates through [GSA.gov](https://www.gsa.gov)
- Per diem form must be submitted within 6 days of return to be paid
- The cost of an included meal is deducted from the per diem for that day*
- Conference / Event itinerary must be submitted with per diem form
- PLEASE save receipts!

- LODGING - can be paid for more than 90 miles away or where kids are also attending (less than 90 miles)
- LODGING paid for by the district must match the itemized receipts submitted within 6 days upon return
- District will NOT cover additional room charges / room service / lodging MORE than 1 night previous or post conference unless necessary due to flight availability
- LODGING travel expense reimbursement form must be submitted with an ITEMIZED receipt within 6 days upon return - no credit card statements will suffice - must have itemized receipts!

- TRANSPORTATION - airline travel directly tied to the event is covered (need receipt)
- TRANSPORTATION - taxis or ride-sharing during the trip - be conscientious about minimizing this expense (keep receipts) / Rental car if approved by Superintendent
- TRANSPORTATION - Parking expenses (keep receipts)

TRAVEL REIMBURSEMENT FORMS (finance website) must be submitted within 6 days of return with receipts and the event itinerary.

PO's CANNOT be increased after the event!! If you are NOT SURE if you need a receipt, the answer is YES!