

PPDS EVENT TRAVEL POLICY

EVENT TRAVEL POLICY

This policy applies to all travel undertaken by all PPDS employees for any work-related purposes effective upon adoption by the School Board.

In order to develop talent, enhance professionalism, and promote networking, PPDS allows and encourages assignment-appropriate participation at conferences, meetings, and events (“Events”) and related travel for employees at all levels.

In light of the fact that Federal funds are used for a significant portion of Events and related travel costs, this policy draws substantially from the U.S. General Services Administration (“GSA”) travel policies and guidelines, as outlined at www.gsa.gov.

Only Event fees, travel, food, and beverage expenses (including taxes, mandatory fees, and reasonable tips) incurred by PPDS employees will be purchased/reimbursed by PPDS.

TRAVEL PROPOSAL AND PRIOR APPROVAL

- Employees will prepare trip proposals (“Proposals”) using a standard form and will be accountable for their completeness and accuracy.
- Without exception, employees must verify available funds and obtain documented authorization for their Proposals from the appropriate approval chain.
- All PPDS employees are unique professional individuals with different professional development accomplishments and objectives – employees will prepare and submit Proposals covering only their own travel and Event participation; all Proposals (including Proposals from multiple employees relating to the same Event) will be reviewed and considered for approval separately.
- Proposals will include a description of the proposed Event and how the proposed Event will enhance in an employee’s current assignment.
- Proposals will include all expenses including Event fees, common carrier ticket costs, mileage, lodging and food and beverage.
- Proposals will be submitted to the appropriate approval chain as early as practical and acted on by approval chain promptly.
- Proposals approved by the entire approval chain will be submitted to Purchasing which will determine at its own discretion which items (if any) may be obtained via purchase order and which must be purchased by the employee.

EVENT REGISTRATION FEES

- Event registration fees will be 100% reimbursed for all approved Events.
- Proposals submitted by employees will include Event literature showing subject matter, cost, schedule and dates.

TRAVEL BY COMMON CARRIER

- Travel by common carrier (e.g. air or rail transportation) will be 100% reimbursed for all approved travel.
- Reimbursement will be also be made for the cost of checking one bag.
- No reimbursement will be made for any other optional upgrades or supplementary services of any kind.
- Food and beverages purchased on the plane/train are entitled to reimbursement under food and beverage per diem limits and subject to the same guidelines as other food and beverages.
- Proposals including common carrier travel will include data on the cost of travel to the proposed destination from the GSA City Pair Search page (www.gsa.gov/citypairsearch) which provides information on airfares between most US cities.
- If practical, rail should be investigated as an alternative to air travel; for travel in the Northeast corridor to cities including but not limited to Boston, New Haven, New York, Philadelphia, Baltimore, and Washington, DC, proposals for common carrier travel should include schedule and fare information from Amtrak.com.

- Airfares will be reimbursed at the economy/coach or equivalent class rate.
- If a premium class of service (e.g. “Business”) is available on rail for less than comparable coach/economy airfare, employees may be reimbursed at that premium rate for rail travel.

**TRAVEL BY
PERSONAL
AUTOMOBILE**

- Travel by personal automobile is permissible when the cost of traveling in this manner is comparable to or lower than the cost of traveling by air.
- Travel by personal automobile will be reimbursed at the GSA mileage rate (available at www.gsa.gov/mileage) between the employee’s current assigned work location and the Event location.
- Tolls will be 100% reimbursed with receipt/supporting documentation.
- Travel proposals including personal automobile travel will include estimated mileage and documentation (e.g. printout of directions and mileage from a driving-directions website).

OTHER TRAVEL

- Expenses incurred for travel to and from the destination (Event location or hotel) other than common carrier ticket costs and personal automobile mileage (including but not limited to travel to and from air or rail terminal by personal automobile, parking, rental car, taxi, shuttle, bus, public transportation, airport limousine, and tips to providers) must be documented in all cases and will be reimbursed at not more than a total of \$100 per Event.
- Local travel at the destination (via public transportation, taxi, or personal automobile) may be reimbursed if properly documented at up to \$25/day only on full days spent at the destination.

LODGING

- Single occupancy lodging costs will be reimbursed up to 175% of the GSA “Max. Lodging” rate (including all lodging costs, mandatory fees, and taxes) for the relevant destination city (available at www.gsa.gov/perdiem) for all approved Events taking place more than 100 miles from employee’s current assigned work location; Events within 100 miles will be considered local and will not be eligible for lodging reimbursement. If an Event associated with a specific hotel offering an Event rate, employees may be reimbursed at the Event rate.
- The only acceptable receipt for lodging expenses are detailed, itemized receipts showing dates, room rates, all taxes and fees, and the cost of any additional goods or services obtained through the hotel or lodging provider.
- Only the cost of lodging plus taxes and mandatory fees are reimbursable lodging expenses. Non-reimbursable expenses include (but not limited to) resort/spa charges, internet access, phone calls, fax charges, video charges, laundry, shoeshine, periodicals and merchandise.
- Food and beverages obtained from the hotel (including room service and “mini-bar” items) are entitled to the reimbursement under food and beverage per diem limits and subject to the same guidelines as other food and beverages. Due to the relatively high process of these items and the common practice of attaching fees (which are non-reimbursable) to consumption, employees are encouraged to obtain food and beverages from other providers whenever practical.

**FOOD AND
BEVERAGE**

- Employees will be reimbursed 100% up to full-day and partial-day (first and last day) GSA Meals and Incidental Expenses (M&IE) caps (including all food, beverages, tips and taxes) for the relevant destination city available at www.gsa.gov/perdiem.
- If meals are included in the cost of an Event, per diem will be reduced according to the GSA per diem component breakdown table available at www.gsa.gov/mie (for example, if full-day per diem for the relevant destination city is \$59 and the Event includes lunch, full-day per diem will be \$59 less \$16 for lunch or \$43).
- Detailed, itemized receipts showing provider name, date, per-item cost of all items ordered, amount of any tip provided and a total should be provided for food and beverages expenses whenever possible.

- If a summarized receipt (showing only a total) is provided for food and beverage expenses, that receipt will be reimbursable only up to \$6; only 3 summarized receipts per day of travel will be accepted for reimbursement.
- There is no limitation on the number of detailed receipts per day or per trip and per-meal limitation – employees may divide their reimbursable per diem among snacks and meals as they choose.
- Only the cost of food, beverages, taxes and tips are reimbursable – delivery and other service charges (including room service charges) are not reimbursable.
- Only food and beverages are reimbursable and itemized receipts submitted should not include non-reimbursable items including alcohol, tobacco, merchandise, gift certificates, etc. – employees wishing to purchase these items are encouraged to do so on a separate check not to be submitted for reimbursement.
- When employees dine together, each must obtain and submit a separate detailed receipt.
- Tips of up to 20% of reimbursable food and beverages costs (including tax) are reimbursable.

RECEIPTS

- Receipts must be submitted for all expenses to be reimbursed; no reimbursement will be made without a receipt.
- Receipts must be legible and in good condition.
- Only original receipts will be accepted.
- Printouts of electronic receipts will be considered original receipts.
- For tolls and public transportation, a printout of a schedule of tolls or ticket costs from the transportation provider's website (e.g. www.ritba.org, www.state.nj.us/turnpike) may be considered original receipts.

PAYMENT

- Employees may pay for travel related expenses in any manner they choose but are advised that using a credit card often provides superior documentation and are therefore encouraged to use credit cards for travel expenses whenever possible.
- Standards for documentation are the same irrespective of method of payment.

REQUEST FOR REIMBURSEMENT

- Upon completion of all travel, employees may request reimbursement requests ("Requests").
- Requests will use the same standard form as the Proposals (showing both estimates from the Proposal and actual expenditure).
- Requests for reimbursement require review by an employee's supervisor who will compare actual expenditure with proposed expenditure for reasonableness.
- Requests for reimbursement will be reviewed and processed in a timely manner.

MILES/POINTS/ CASH REFUNDS

- Conforming to GSA policy on promotional benefits including frequent flyers flyer miles, employees may retain promotional benefits for personal use.
- Any cash refunds received are the property of PPSD and will reduced the reimbursement to the employee.

TRACKING

- All Proposal and Request data will be entered into on database suitable for reporting, auditing and tracking purposes.

EXCEPTIONS

- Exceptions to this Policy may be granted only by the Superintendent or CFO and will be thoroughly documented.

HISTORY

Policy Adopted: October 26, 2009