TRAVEL & TRAINING ADMINISTRATIVE GUIDE

Each year funds are budgeted in the General Fund and in Grant Funds for staff professional development, including conferences/trainings and associated travel. This guide provides detailed information about the requirements and procedures regarding travel and training expenses, including staff reimbursements and payments.

Professional Travel Overview

Professional travel-related expenses are the costs incurred when employees go off site for work-related training, conferences, seminars and/or meetings. This includes both overnight and one-day travel. These expenses include the cost of attending the session as well as the reasonable costs of transportation, meals, parking, hotel and other accommodations. The policy of the Cambridge Public schools is to reimburse staff for their personal travel expenses. If being reimbursed is a hardship, please reach out to the Office of Curriculum & Instruction for assistance.

This document is divided into 4 sections, a section for general mileage reimbursements, and then three sections for day-long or overnight travel, listed below:

Before Travel: Required Documentation and Approvals; Making Travel Arrangements

- A ***Travel Requisition Form*** must be completed and submitted to the Office of Curriculum and Instruction prior to travel. This form functions like a Standard Requisition Form and encumbers funds to reimburse employees' travel expenses.
- All travel must be approved by a building principal (if school-based) or department coordinator/director. Their signature is required on the Travel Requisition form

During Travel: Travel-Related Expense Reimbursement Guidelines & Standards for Receipts

- Itemized, original receipts MUST be collected for all expenses incurred, including transportation, lodging, and other incidental expenses. Receipts are not needed for meals if using the per diem reimbursement for meals.
- An itemized receipt contains 3 important pieces of information: 1. a list of exactly what you purchased, 2. how much each item costs, and 3. the payment method used.
- Receipts for travel arrangements, such as flights and hotel, should also include the traveler's name.

After Travel: Submitting Reimbursement Paperwork

- A ***Travel Expense Report Form*** must be submitted to the Office of Curriculum and Instruction in order to be reimbursed for travel expenses. This document includes a list of all of your expenses and your receipts.

- Original, itemized receipts are required for all expenses.
    - Receipts received by email (ex. Flight Confirmations, Uber receipts) can be printed and submitted as original receipts.
    - If you have paper receipts, these must be taped to 8x11" white paper. Scans of paper receipts are not acceptable for reimbursement
- Please make sure that your reimbursement paperwork is single-sided. This helps us meet local and federal accounting submission requirements.

GENERAL MILEAGE REIMBURSEMENT: Personal Vehicle

Employees may be reimbursed for using their personal vehicle for travel, either between school buildings when their schedule requires them to be at more than one building during a day, or when they travel to a meeting or training opportunity either in or out of Cambridge.

If an employee is driving as part of their participation in a professional development program or conference, procedures for Travel expense reimbursement should be followed. Please see the "Professional Travel Overview" section of this guide for more information.

How to submit a General Mileage Reimbursement

1. Complete a ***Standard Requisition*** form to identify the funds that will be used to reimburse the cost of travel. This requisition must be signed by the budget administrator. If you travel frequently, we recommend submitting a requisition to cover the year.

2. Complete a ***Mileage Reimbursement Log***, available on the CPS website. This form must be signed by your direct supervisor.
    - Use the ***District-wide Mileage Chart,*** available on the CPS website and in the appendix below, when calculating mileage entries from school to school within the district
    - For locations that are not included in the ***District-Wide Mileage Chart,*** travel is calculated from the employee's beginning location to the destination and back using an online mapping tool such as MapQuest or Google Maps. Please include a printout of your route with your reimbursement paperwork, showing both the total mileage and map. Please use the exact mileage shown, and do not round up or down.

3. Your ***Standard Requisition, Mileage Reimbursement Log, map printout*** and any additional documentation must be submitted to the Purchasing Department to process the reimbursement.

Teachers/Staff Who Travel between CPS School Buildings

For teachers or other staff whose position requires regular travel between schools, Budget Administrators should complete the following steps:

- Submit a ***Standard Requisition*** at the start of the fiscal year for the expected annual expense for that teacher.
- Once per month, the teacher/staff member will submit a ***Mileage Reimbursement Log*** form to their administrator for approval, who then sends it to the Accounts Payable Department for processing.

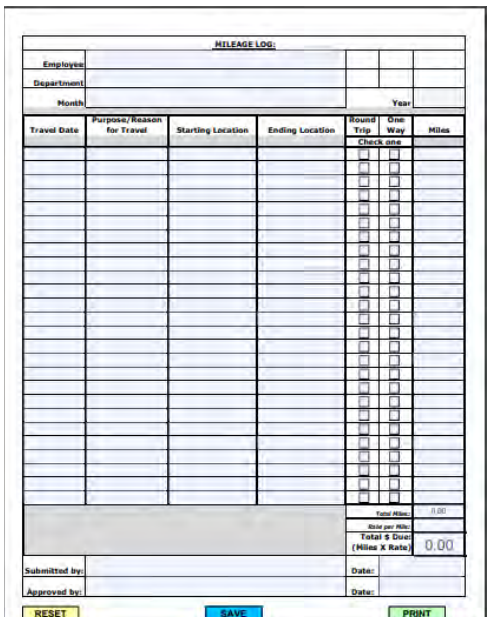
Guidelines for Employee Mileage Reimbursement Requests

Please follow these additional guidelines to ensure that the school department is in compliance with IRS regulations.

- Your ***Mileage Reimbursement Log*** must include your destination and purpose for travel.
- Mileage is reimbursed at a fixed rate per mile. Please enter the applicable rate on your ***Mileage Reimbursement Log.*** Mileage is reimbursed at the following rates:
    - For members of the CTA bargaining unit, the reimbursement rate is $0.40 per mile.
    - Mileage reimbursement for all non-union personnel will be at the per mile rate approved by the City of Cambridge. The current rate is $0.725. This rate is based on the rate of the U.S. Government Services Agency (GSA) and updated periodically.
- Requests for reimbursement must be submitted within 30 days. For example, mileage requests for the month of September need to be submitted no later than October 30.

Where can I find the *District-Wide Mileage Chart*?
The chart can be found on the CPS website and the current chart is included as an appendix at the end of this document.

What does the *Mileage Reimbursement Log* look like?
The ***Mileage Reimbursement Log***, shown below, is available on the CPS website. Please download it, complete it electronically, and save it as a PDF.



MILEAGE LOG:

Employee
Department
Month
Year

Travel Date	Purpose/Reason for Travel	Starting Location	Ending Location	Round Trip (Check one)	One Way (Check one)	Miles
				☐	☐	
				☐	☐	
				☐	☐	

BEFORE OVERNIGHT/FULL DAY TRAVEL

Before Travel: Required Documentation and Approval for All Travel

Where do I begin?
Before traveling to a work-related meeting or conference, the trip must be approved by your building principal or department coordinator/director. While this is usually the case, we highly recommend making sure you have the support of your supervisor before beginning the travel paperwork.

I'm ready to formally submit my request. How do I do it?

1. Complete the ***Travel Requisition Form.***
    - This form contains two parts: an estimate of your travel expenses and approvals for the trip.

2. Submit the form to your building principal or department coordinator/director for their approval and signature. Include a description of the event, such as a conference brochure, or printout from the event website.

3. Submit the signed form and event description to **the Office of Elementary & Secondary Education, c/o the Confidential Secretary.** The current contact is Claudia Cossio Lopez. The request is reviewed and submitted to Purchasing Office to encumber funds for travel.

4. You will receive a PO number from the Purchasing Office for your travel expenses. This PO will be used to reimburse expenses for your trip. Please keep this information for your records.

Submit the form as soon as you can, as having the form on file ahead of the trip helps us process employee reimbursements faster when the trip has been completed.

Help! My conference is within driving distance, and I don't plan to stay overnight. Does this form still apply to me?
Yes, this form will be used as a Requisition form to reimburse your mileage and conference fees. Please feel free to skip the fields that do not apply to your trip. You will not qualify for the per diem, or daily, meal reimbursement (see below). Meals during conference or training hours can be reimbursed with a receipt, if a meal is not provided as part of the event.

What does the *Travel Requisition Form* look like?
The following is a ***Travel Requisition Form.*** Note that there is a version for those who have a rate stated in their contract, and one for staff who are not part of a union. This form is available on the CPS Website.

CAMBRIDGE PUBLIC SCHOOLS

TRAVEL REQUISITION FORM

(MUST SUBMIT TO OFFICE OF ELEMENTARY & SECONDARY EDUCATION WITH CONFERENCE/TRAINING BROCHURE)

Name			**Today's Date**	
School/Dept			**Position**	
Home Address			**Contact #**	

Purpose of Request	Conference / Training Title		Organization Name	
	Location		Dates	
	Other Info			

	Item Description				Estimated Cost
Amount Requested	Air Travel				$0.00
	Union Auto Mileage [Enter "0" if none]		Miles	0	
	(Must attach online navigation route and map)		Rate	$0.40	$0.00
	Car Rental				$0.00
	Taxi / Rideshare Service				$0.00
	Lodging Nightly	$0.00 x	0	# of Nights	$0.00
	Meals Per Diem *(Requires overnight stay)*	$60.00 x	0	# of Days	$0.00
	** Travel that does not include an overnight stay requires itemized receipts.				
	Special Note: Meals included in conference/training fee should be deducted from p				
	Conference Fees				$0.00
	Other (specify):				$0.00
	Total				$0.00

Budget Codes	Account	Fund	Org/Dept	Grant	Amount
					$0.00
					$0.00

Payment Method Requested	Method of Payment	Check (√) if	Funds Needed	Payee	Amount
	Pre-Travel Reimbursement *				$0.00
	Purchase Order to Vendor(s)				$0.00
	Post-Travel Reimbursement	Submit Travel Expense Report and required documentation			
	Note: Pre-travel reimbursement is only allowed for paid airline tickets and paid conference fees. Submit a Travel Expense Report, confirmations and receipts at least six weeks in advance to get reimbursed prior to travel dates.				

Approvals	Approved:		Approved*:	
	Principal or Dept. Head	Date	Grant or Sr. Admin.	Date
	*Grant/Sr. Administrator approval is only required if the funding source is from a grant or district level account.			

Step 1 Travel Requisition (Unio | Step 1 Travel Requisition (Non- | Step 2 Expen

Before Travel: Making Travel Arrangements

Travel Expenses that must be booked in advance

- **Conference Registration**: When registering for a conference, you may either create a Purchase Order that is paid directly to the conference organizer, or you may register and pay using a personal credit card and request a reimbursement. Please not that some conference organizers do not accept Purchase Orders or have policies that state that payment must be received prior to the conference even if a P.O. is accepted. For information on booking conference registration using a P.O. or to request separate reimbursement from your travel expenses, please see the **Purchasing** section of this guide.

- **Travel Arrangements:** Arrangements for expenses, such as hotel accommodations and airline reservations should be made by the employee using a personal credit card. If this is a hardship, please reach out to the Office of Elementary & Secondary Education for assistance.

The following procedures should be observed when making arrangements:

- We expect that staff will use their best judgement in spending public funds and obtain the best rates possible in booking travel. Reasonable baggage fees will be reimbursed. Travel insurance is NOT reimbursable. Upgrades and special amenities are NOT reimbursable expenses except in special circumstances, please contact the Office of Elementary & Secondary Education with any questions.

- Employees may travel the day before the start of the conference or training and may return the day after its conclusion. If personal travel is combined with work related travel, the personal portion must be clearly identified and paid by the employee.

- Lodging reservations should be made in advance of any travel. Staff will only be reimbursed for the cost of a single occupancy room rate unless another CPS employee also attending the conference/training is sharing the room.

    - The city of Cambridge will not reimburse lodging costs until after the stay is completed. For this reason, we do not recommend pre-paying the full cost of a hotel reservation in advance, including services such as Airbnb, which often require an upfront fee.

- Transportation will be obtained by the most cost-effective means. If your trip requires a rental car, please include this request on the ***Travel Requisition Form*** for approval. If a rental vehicle is approved, it should be a "mid-class" vehicle or smaller. The district will NOT be responsible for expenses related to fines or other expenses incurred due to traffic violations.

Can I be reimbursed ahead of my trip?
A Pre-Travel Reimbursement can be requested for conference fees, flights, and, in some cases, hotel. The request must be made at least 30 days before the start our trip

If you are interested in requesting a Pre-Travel Reimbursement, please email the Office of Curriculum and Instruction (current contact: Claudia Cossio Lopez, ccossiolopez@cpsd.us) to discuss your individual needs. Please note it will take a minimum of 3 weeks for a reimbursement to be processed, after all necessary documentation is submitted to the City.

Please Note: Travel expenses that are not approved in advance, not properly documented or deemed to be excessive may be partially or wholly rejected for payment by the City Auditor. Any amount that is rejected will be the responsibility of the person who incurred the cost.

DURING OVERNIGHT/FULL DAY TRAVEL

During Travel: FAQ for Travel-Related Expense Reimbursement

What documentation do I need to be reimbursed for my expenses?
Itemized, **original** receipts MUST be submitted for all expenses incurred, including transportation, lodging, meals and other incidental expenses.

- Receipts received by email (e.g., flight confirmations, Uber receipts) can be printed and submitted as original receipts. We recommend keeping printouts or electronic copies of email confirmations received when booking conference registration and travel, these include all of the elements of an itemized receipt.
- If you are traveling overnight and choose to receive the per diem, or daily, reimbursement for meals, no meal receipts will be required.
- Paper receipts must be taped to 8x11" white paper and submitted.

What is an Itemized Receipt?
An itemized receipt contains 3 important pieces of information:

1. a list of exactly what you purchased,
2. how much each thing cost, and
3. the payment method used.

All three pieces of information are needed for reimbursement. Double-checking that your receipts include all of this information will help minimize delays in processing your reimbursement. *See the Travel & Training Appendix for an example of an itemized receipt.*

Help! My receipt is missing important information!
If your receipt is missing something, you can provide additional evidence by submitting a copy of your credit card statement. You can cross out all expenses not related to your trip, but please make

sure the statement includes your name and the name of the card (Visa, Mastercard, etc.,) *See the Travel & Training Appendix for an example of how to format your credit card statement.*

How do I track my meals?
For overnight travel, we highly recommend that travelers take advantage of the per-diem reimbursement for meals. A per-diem means that you do NOT need to submit receipts for your meals when traveling on overnight trips, which means less paperwork to track.

The following schedule of per diem payments is the maximum that will be reimbursed for meals:

Breakfast:	$10.00
Lunch:	$20.00
Dinner:	$30.00
Total:	**$60.00**

If you prefer to submit individual receipts for meals, receipts must be itemized. Charges for meals MUST be reasonable and in keeping with the regional cost for dining out.

If meals or a portion of meals are included in the travel arrangements or conference to be attended, then NO meal reimbursement or per diem payment will be made for that meal period (ex, if the conference includes lunch, don't request $20 for that particular meal).

How do I track my mileage for 1 day or overnight conference travel?
Mileage is reimbursed at a fixed rate per mile. As of FY26, mileage is reimbursed at the following rates:

- For members of the CTA bargaining unit, the reimbursement rate is $0.40 per mile.
- Mileage reimbursement for all non-union personnel will be at the per mile rate approved by the City of Cambridge. The current rate is $0.725. This rate is based on the rate of the U.S. Government Services Agency (GSA) and updated periodically.

Travel is calculated from the employee's beginning location, either home or work location, to the destination and back using an online mapping tool such as MapQuest or Google Maps. Please include a printout of your route with your reimbursement paperwork, showing both the total mileage and map.

How do I track my ride share? (Uber/Lyft/Other)
An itemized receipt is required for all ride share expenses. In the case of ride shares, receipts must also include the origin and destination as well as a map of the route. All of this information can be found in the confirmation email that is sent to the user after each ride is completed. Please print and submit the email confirmation for each ride. *See Travel & Training Appendix for an example of this receipt.*

Can I request funds to cover my travel costs ahead of my travel?
No cash advances will be made for anticipated expenses. Please see the "Before Travel: Making Travel Arrangements" section for information about requesting reimbursement for expenses that

are paid in full ahead of your trip, such as flights and conference registration. Remember pre-reimbursement for expenses much be submitted at least one month before your trip.

What will NOT be reimbursed?

- Travel Insurance
- Excessive Baggage charges
- Entertainment/Recreational expenses/ Gym fees
- Alcoholic Beverages
- Laundry/dry cleaning
- In room movies
- Mini-bar charges

Help! I can no longer attend my conference!

If for any reason, the employee does not attend the conference, the employee MUST make every attempt to seek reimbursement from the conference organizers and the airline. The employee must provide documentation that they have made reasonable efforts to secure a refund. Employees will be reimbursed for expenses that cannot be reimbursed.

Help! My conference was cancelled!

Employees will be reimbursed for expenses incurred before the conference is cancelled, including flights and hotel accommodations. The employee must provide documentation of the cancellation and that they have made reasonable efforts to secure a refund.

AFTER OVERNIGHT/FULL DAY TRAVEL

After Travel: Submitting Your Reimbursement

How do I submit my expense documentation?

Here are the steps for submitting your expenses for approval and payment.

1. Complete the ***Travel Expense Report Form*** and compile your documentation into a packet for submission. To speed up processing of your reimbursement, please follow these formatting guidelines:
    - Attach any original receipts to an 8.5" x 11" paper using clear tape.
    - Please use single-sided printing to print any receipts received electronically.
2. The ***Travel Expense Report Form***, along with all documentation, must be submitted to the principal or department coordinator/director for their approval and signature.
3. The signed form and accompanying documentation should then be **submitted to Office of Elementary & Secondary Education, at the attention of the Confidential Secretary** for payment. The current contact is Claudia Cossio Lopez, ccossiolopez@cpsd.us.

- If your packet includes original receipts, it must be sent via interoffice mail. Packets that contain only receipts received electronically may be submitted via email.

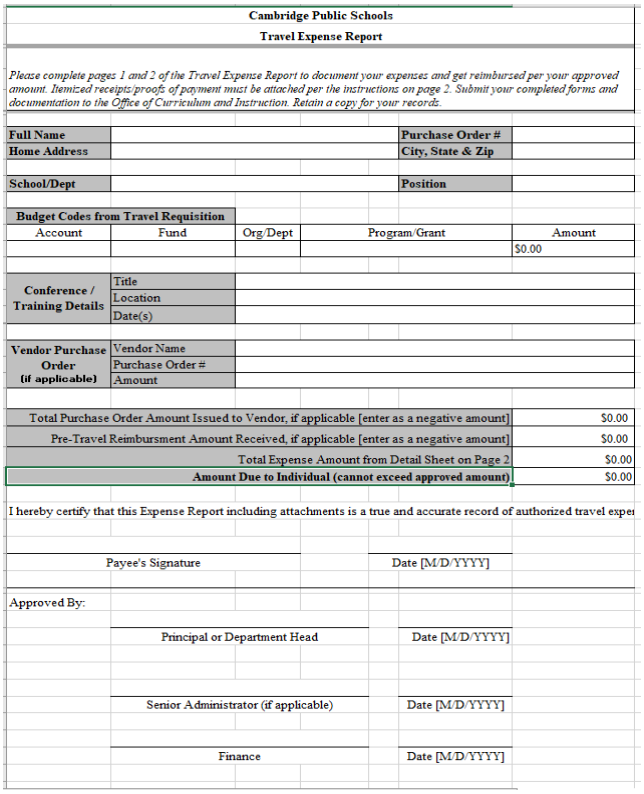
4. The expense report is reviewed for accuracy and then submitted to the City of Cambridge Auditor via the CPS Accounts Payable department. All conference/training and travel-related employee reimbursements will be issued as a single check, separate from the staff's paycheck, by the City of Cambridge.

When can I expect my reimbursement?

- Allow a minimum of 3-4 weeks for reimbursement after all required documents have been submitted.
- All requests for reimbursement should be submitted within a reasonable time after the trip, but in no event longer than 60 days. All expenses must be paid with funds in the fiscal year (by June) in which expenses were incurred.
- Because travel expenses are paid from public funds, these expenses are subject to public information requests. All requests for reimbursement, therefore, are carefully reviewed and MUST conform to the guidelines outlined above. Any non-conforming expenses will be rejected. Any amount that is rejected will be the responsibility of the person who incurred the cost.

What does the *Travel Expense Report* look like?

The following is a ***Travel Expense Report.*** This form is available on the CPS Website.



Cambridge Public Schools

Travel Expense Report

Please complete pages 1 and 2 of the Travel Expense Report to document your expenses and get reimbursed per your approved amount. Itemized receipts/proofs of payment must be attached per the instructions on page 2. Submit your completed forms and documentation to the Office of Curriculum and Instruction. Retain a copy for your records.

Full Name		**Purchase Order #**	
Home Address		**City, State & Zip**	
School/Dept		**Position**	

Budget Codes from Travel Requisition

Account	Fund	Org/Dept	Program/Grant	Amount
				$0.00

Conference / Training Details	Title	
	Location	
	Date(s)	

Vendor Purchase Order (if applicable)	Vendor Name	
	Purchase Order #	
	Amount	

Total Purchase Order Amount Issued to Vendor, if applicable [enter as a negative amount]	$0.00
Pre-Travel Reimbursment Amount Received, if applicable [enter as a negative amount]	$0.00
Total Expense Amount from Detail Sheet on Page 2	$0.00
Amount Due to Individual (cannot exceed approved amount)	$0.00

I hereby certify that this Expense Report including attachments is a true and accurate record of authorized travel expe

Payee's Signature — Date [M/D/YYYY]

Approved By:

Principal or Department Head — Date [M/D/YYYY]

Senior Administrator (if applicable) — Date [M/D/YYYY]

Finance — Date [M/D/YYYY]

GLOSSARY OF TERMS

Encumbrance: An encumbrance is the term for funds that have been earmarked in one's budget for a specific expense. A Purchase Order documents encumbered funds, and includes the following information: the amount to be spent, the vendor to be paid, and the account codes that identify the budget that will be paying the expense.

Per Diem: The Per Diem is an approved daily allowance for meals during work-related trips that involve overnight stays.

Requisition: A requisition notifies the relevant department of a request. It is important to note that there are multiple requisition forms.

- The **Staff Requisition** is used for posting positions or transferring staff and is available on TalentEd and is routed through the Budget Office and the Human Resources Department.
- The **Professional Services Requisition** form is used to procure services from consultants, non-profit organizations, mental health agencies, social service agencies, and other professional or technical service providers.
- A **Standard Requisition Form** is used to purchase supplies or any other services. Both of these requisition forms are available on the CPS website and are submitted to the Purchasing Department.
- The **Travel Requisition Form** is used to request approval for travel as well as reimbursement for costs that will be incurred during that travel. This form can be found on the CPS website and is submitted to the Office of Curriculum & Instruction.

CONTACT INFORMATION

Should you have questions and/or need information about the Cambridge Public School Travel & Training policies and procedures, please contact:

Claudia Cossio Lopez, Confidential Secretary
Office of Elementary & Secondary Education
(617) 349-6483
ccossiolopez@cpsd.us

Should you have questions and/or need information regarding general staff mileage reimbursement, please contact:

Purchasing Department
(617) 349-6410

APPENDIX: PAPERWORK CHEKLIST FOR OVERNIGHT/FULL DAY TRAVEL

Before Travel:

- Complete a ***Travel Requisition Form***
    - Submit form for approval by your building principal or department administrator
    - Submit signed form to Claudia Cossio-Lopez in the Office of Elementary & Secondary Education
    - Submit the form as soon as you can, having the form on file, speeds up reimbursement!

- Book your Travel
    - Register for your conference using a purchase order or personal credit card for reimbursement
    - Book your travel and hotel, using best available rates.
    - Do not pre-pay for hotel/lodging
    - Save your email confirmations from any online reservations for reimbursement

During Travel:

- Save your receipts!
- Check that your receipts contain 3 important pieces of information:
    1. a list of exactly what you purchased,
    2. how much each thing cost, and
    3. the payment method used.

- Receipts for travel expenses such as flights and hotels should also contain the traveler's full name.
- Examples of receipts can be found in the Travel & Training Guide
- Remember that you can use your per-diem for meals, instead of collecting receipts. The maximum reimbursement is $60, based on the following breakdown

Breakfast:	$10.00
Lunch:	$20.00
Dinner:	$30.00
Total:	**$60.00**

After Travel:

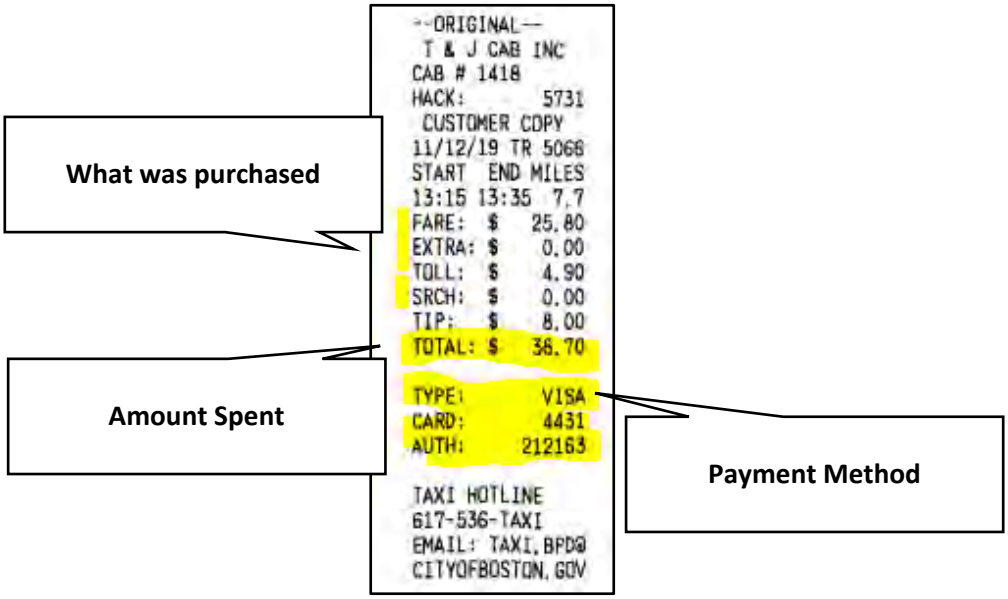
- Complete a ***Travel Expense Report Form***
    - Attach any original receipts to an 8.5" x 11" paper using clear tape.
    - Receipts received via email can be printed and submitted as original receipts.
    - Please use single-sided printing to print any receipts received electronically.

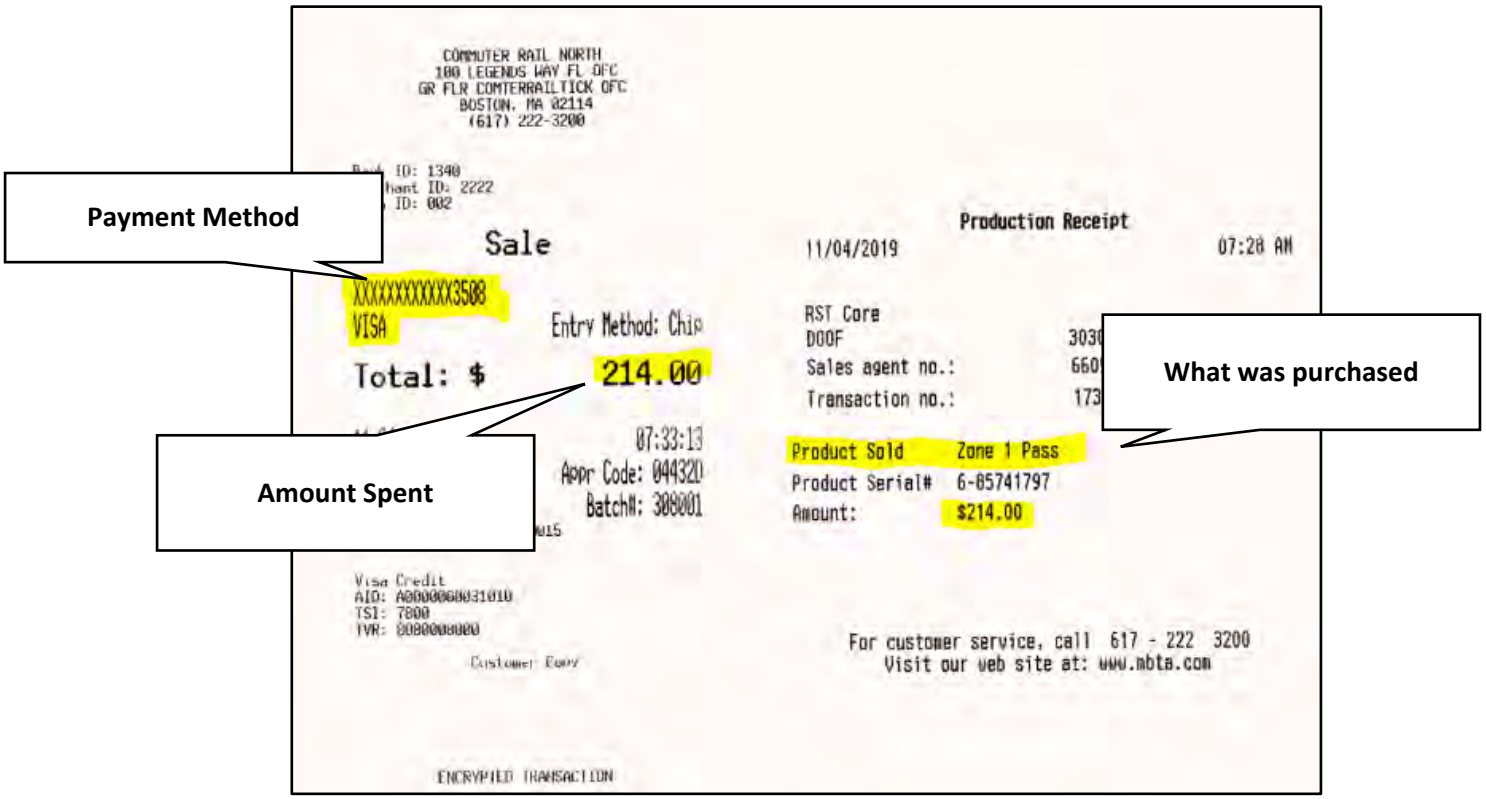
    - If your receipts do not contain all the relevant information, you may also submit a copy of your credit card statement as back up.

- Submit your Travel Expense Report Form to your administrator for their signature, and submit the signed form to the Department of Elementary & Secondary Education (617-349-6483)
- Allow a minimum of 3-4 weeks for reimbursement after all required documents have been submitted.

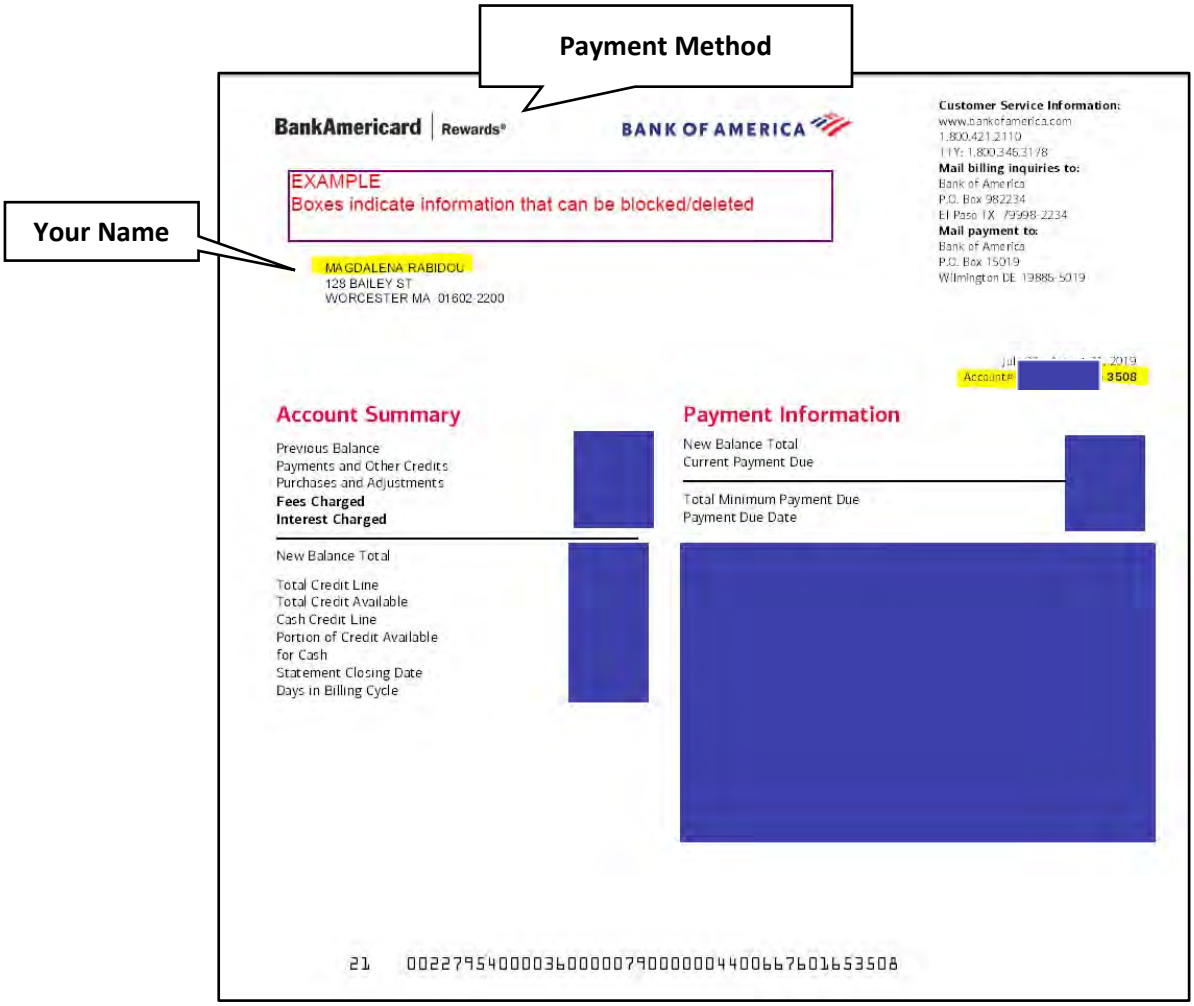
APPENDIX: PAPERWORK EXAMPLES

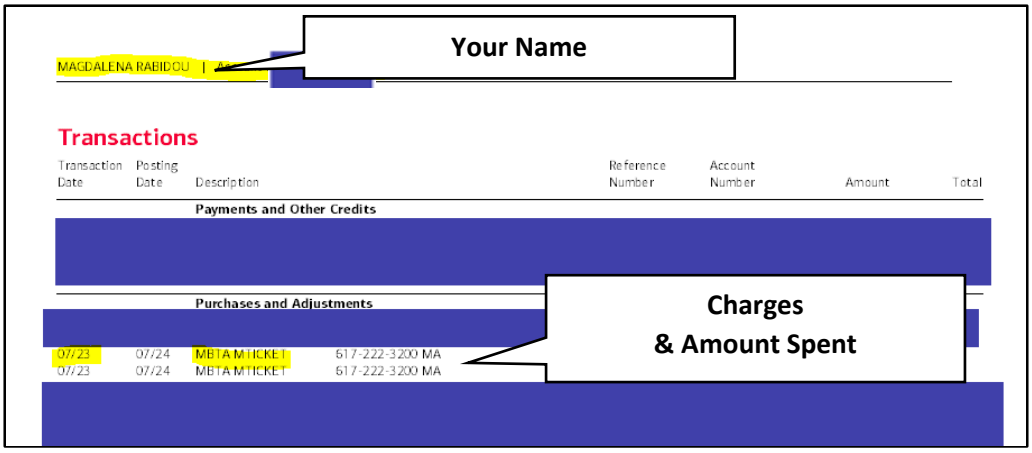
Example: Complete Itemized Receipts



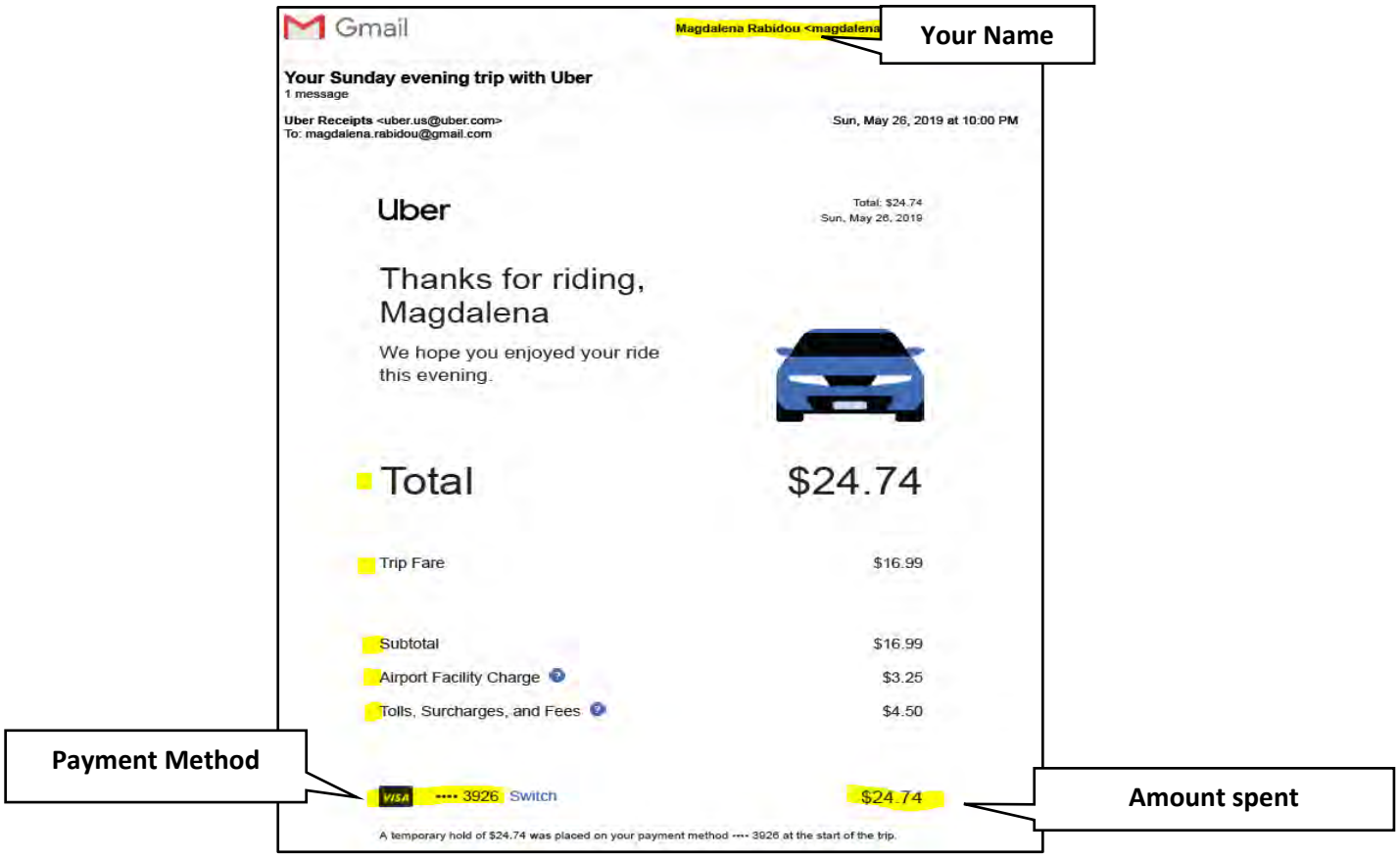


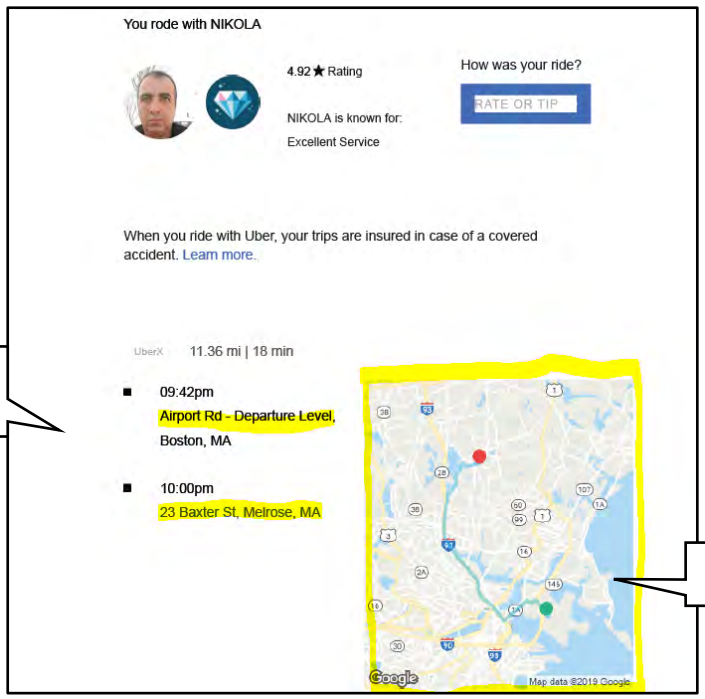
Example: Credit Card Statement





Example: Ride Share Receipt (ex. UBER/Lyft)





Pick up & Drop off Locations

Map of Route