

## **GCSD Travel Procedure Overview**

1. When looking at attending travel for PD, events, etc. that require district or federal funds, please notify or ask Central Office personnel as soon as you know of specific event dates, location, accommodations, etc.
2. Due to changes in funding, ensure that there is a funding source. Do not expect that all travel requests will be granted.
3. Turn in travel request forms at least a month in advance for in-state travel and 3-4 months in advance for travel to out-of-state conferences.
  - a. Be sure to have all requisite signatures and information on the travel form including the justification.
  - b. Be sure to attach a flyer or any information regarding lodging, etc. to the travel request and justification form.
  - c. Attach a completed registration form along with a completed purchase order with your building principal signature. If being paid out of building funds, be sure there is an account code as to where all the expenses will be paid out of.
4. Upon approval, you will receive your travel forms back along with a per diem sheet, and the conference evaluation form. Hotel reservations/confirmations, air travel (if it applies), conference registration confirmations will also be attached for your information. Do not return the per diem sheet prior to travel. This is signed and returned after you return from the conference.
5. Consult with transportation personnel if you are taking a district vehicle to make arrangements to pick up keys at least 48 hours in advance of your departure time.
6. If you need a district credit card, be sure to pick that up at Central Office 24 hours in advance of your departure time.
7. Upon return from the conference, complete the conference evaluation form, sign your per diem form, and have your building supervisor sign the per diem as well and return them to Central Office. Per diem checks are issued every Tuesday if Central Office receives it by the end of the work day that Monday.
8. Per diem, conference evaluation form and original travel request are due back to Central Office after 10 days of returning from the conference.

## GOSHEN COUNTY SCHOOL DISTRICT No. 1

# TRAVEL REQUEST

1. Complete **RED SECTION** of travel request form and give to your building principal for approval prior to travel. Upon building principals approval, send form to Kim Cawthra. All lodging, conference registrations, air travel and transportation will be done for you.

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### REQUEST FOR TRAVEL INFORMATION

NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

COMPLETE JUSTIFICATION FOR TRAVEL ON BACK OF THIS FORM PRIOR TO SENDING TO CENTRAL OFFICE FOR APPROVAL

DEPART: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ RETURN: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TRAVEL: SCHOOL CAR: \_\_\_\_\_ PERSONAL: \_\_\_\_\_ (AT OWN EXPENSE)

#### ESTIMATED COSTS

LODGING: \_\_\_\_\_ REGISTRATION: \_\_\_\_\_ TRANSPORTATION: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ TOTAL: \_\_\_\_\_

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### PRIOR APPROVAL

#### BUILDING APPROVAL:

ADMINISTRATOR APPROVAL:

\_\_\_\_\_

#### CENTRAL OFFICE APPROVAL

Kevin Derby : \_\_\_\_\_

FEDERAL CODE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DATE RETURNED TO BLDG: \_\_\_\_\_

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### Travel Guidelines

1. Complete the Travel Request form, the Justification for Travel form a registration form, and a purchase order. Employee and building administrator must sign the travel request.
2. Per diem rates apply to meals. Receipts are not required for meals.
3. A district credit card is available to be checked out at Central Office and may be used for: Airport parking and transportation to and from the airport. Receipts are required upon return.
4. Lodging will be prepaid. If this option is not available at the conference location, a district credit card may be used for lodging. Hotel receipts are required upon return.
5. The Per Diem sheet and Travel Request form will be returned to the employee prior to the conference with allotted allocations.
6. Upon return from the conference, the employee will return the following documentation to Central Office: Travel Request form, Per Diem form, itemized receipts (if applicable) and Conference Evaluation.
7. Reimbursements will be submitted to the Business Office when all documentation is received. Reimbursement checks will be issued on Tuesdays of each week.

## JUSTIFICATION FOR TRAVEL

CONFERENCE NAME: \_\_\_\_\_ CONFERENCE LOCATION \_\_\_\_\_  
CONFERENCE DATES: \_\_\_\_\_ PERSON REPORTING: \_\_\_\_\_ BUILDING: \_\_\_\_\_  
DISTRICT REQUEST ☐ PERSONAL REQUEST ☐ PRINCIPAL/SUPERVISOR \_\_\_\_\_

**1. RATIONALE.** *(What is the compelling need that this conference specifically addresses?)*

**2. DOCUMENTED STUDENT RESULTS.** *(How will you demonstrate improvement in student achievement as a result of attendance at this conference?)*

*(Documentation of the improvement in student growth will be required at the end of the year for this activity.)*

**3. DISSEMINATION.** *(How will you share the results of this conference?)*

**\*4. DISTRICT STUDENT PERFORMANCE STANDARDS.** *(Which district standards does this conference address? How will attendance improve instruction in these areas?)*

**\*5. SCHOOL IMPROVEMENT PLAN.** *(Which of your school's School Improvement Plan Interventions does this conference support? How will attendance at this conference facilitate the implementation of your interventions?)*

**\* Complete items 4 and 5 if applicable.**

## TO BE COMPLETED UPON RETURN

CONFERENCE EVALUATION

GOSHEN COUNTY SCHOOL DISTRICT #1

There are two primary reasons for this evaluation. First, results may be shared. Second, much of our in-service is supported by federal or other funds which have an evaluation component. Therefore, completion in a thoughtful manner is requested.

**CONFERENCE ATTENDED:**

**WHERE:**

**WHEN:**

**PERSON REPORTING:**

**POSITION:**

**OVERALL EVALUATION:**

(1 = Poor, 5 = Average, 10 = Excellent)

|                   | <b>RATING (1 - 10)</b> |
|-------------------|------------------------|
| Usefulness        |                        |
| Inspiration       |                        |
| Presentation      |                        |
| Worth the Expense |                        |
| Practicality      |                        |

**SUMMARY OF THE EVENT:**

**WHAT WILL YOU IMPLEMENT (BE SPECIFIC):**

**HOW WILL YOU MEASURE IMPACT? HOW OFTEN WILL YOU MEASURE IMPACT ON READING, WRITING, MATH OR BEHAVIOR?**

**MORE COMPLETE INFORMATION IS AVAILABLE FROM:**

**DISSEMINATE(D) TO:**

**PLEASE TURN IN MEASUREMENT DATA QUARTERLY TO CENTRAL OFFICE**