Staff Travel Guidelines (No Students)

Travel Form Checklist (At least **30 days prior** to travel)

- ☐ **Step 1 - Registration:** Register for the conference/event (Please provide registration receipt/documents to bookkeeper with travel forms)
- ☐ **Step 2 - Flight:** List preferred flight information. The District Office will contact you with options and the final selection (District will select the most cost effective flight option based on conference time frame)
- ☐ **Step 3 - Lodging:** List preferred lodging information. (Include the conference/group rate link or contact information; District will select the closest hotel with the most competitive rates). **The Business Office books lodging; do not book yourself.**
- ☐ **Step 4 - Transportation:** Enter transportation information. Reservations must be made by the District; drivers must be at least 25 years old with a valid license.
- ☐ **Step 5 - Per Diem:** Enter per diem meal and mileage information. ***Include a conference schedule with session times and a list of meals that are included (meal(s) reimbursed will be updated to reflect District Policy DJ-AR.***
- ☐ **Step 6 - 30 Days:** Submit all travel documentation at least 30 days prior to travelling to the bookkeeper for processing and final booking.

Other Reimbursements for Travel Expense(s): If needed for taxi/Uber, parking and/or baggage. All reimbursement requests must be received within 60 days. (Tips a maximum of 15% will be reimbursed per district policy)

Bookkeepers

Before you enter a requisition verify funds are available for travel; if necessary complete the registration using a P-Card. Enter a separate requisition (req) for each section of the Travel Form (see below for list of reqs that may be required).

Please be Sure to Attach the Following to Each Requisition & Label Documents Properly

- ☐ Travel Forms
- ☐ Conference or Event Registration Confirmation
- ☐ Itinerary or Agenda (including event/session start and end times and meals provided)

- **Req 1: Conference Registration** – This will be included with your P-Card statement req
- **Req 2: Flight** – Enter for the estimated amount ($500); the vendor is Bank of America
- **Req 3: Lodging** – Enter for the estimated amount ($250 per night); the vendor is Bank of America
- **Req 4: Transportation (Car/Van rental)** – Enter for the estimated amount ($75 per day)
- **Req 5: Per diem meals/mileage** – The vendor is the employee. Attach a map from work location to event, confirmation of conference registration and the itinerary/agenda.

TRAVEL FORM

***Required for travel. Please fill out and use "NA" when doesn't apply.**

Legal Name (**MUST MATCH ID**) First_____Middle_____Last_____

Birthdate (Required for flight) _____ Cell#_____

Event traveling for:_____ Are you traveling with students? ☐ **Yes** ☐ **No**

Part 1: CONFERENCE REGISTRATION

Name and Date of conference: **Location:**	**Conference Begins - date & time:** **Conference Ends - date & time:**
Registration form attached: ☐ **Yes** ☐ **N/A** **PEF/PDF form attached (if applicable):** ☐ **Yes** ☐ **N/A**	**Do you need the Bookkeeper to register you?** ☐ **Yes** ☐ **No** ***Bookkeeper responsible for verifying funds available.*

Which funds are paying for this travel/conference? _____

Part 2: FLIGHT ITINERARY

Travel From:	**Travel To:**
Date of Departure:	**Estimated Departure Time:**
Date of Return:	**Estimated Return Flight Departure Time:**

Part 3: HOTEL

Note: *At check-in they will ask for your credit card just in case of incidentals.* ***When checking out confirm with the hotel that room & tax have been charged to the district credit card on file via the credit card authorization*** *not your personal card. Hotel receipt must be emailed to travel@ttsd.k12.or.us upon checkout.*

Hotel Name & Phone	**Check in:** **Check out:** **Willing to share a room?** **With whom?**

Part 4: TRANSPORTATION

Car/Van Rental needed? ☐ **Yes** ☐ **No**
Using school bus through Bushive? ☐ **Yes** ☐ **No**
If booking through Bushive have Travel Forms & Req Entered for Bus Driver? ☐ **Yes** ☐ **No**

Note: Enterprise is the ***only*** car/van rental company the District uses. Reservations ***must*** be made by the District in order to have insurance & direct billing. Driver(s) ***must*** be at least 25 years old and will need to show valid Driver's License to pick up the rental. **If driving students:** District policies & procedures must be followed, please read EEAE & EEAE-AR Student Transportation in Private Vehicles. The TTSD Student Activity Transporting Students via Private or Rented Vehicle Driver Liability Acceptance Form is required for each person driving

Part 5: PER DIEM MEALS/MILEAGE

Per Diem Meals Requested: *(Effective Rates 7/1/2025)*

Date (MM/DD/YY)	/ /	/ /	/ /	/ /	/ /	/ /	Total
Breakfast $16.00							
Lunch $19.00							
Dinner $28.00							
						Total Requested	$

Mileage Requested: *(Transportation rate subject to change. District will pay IRS rate.)*

Date	From	To	Miles	Rate	Total
/ /				$0.76	
/ /				$0.76	
/ /				$0.76	
/ /				$0.76	
				Total Requested	$

Note: You may submit for reimbursement of associated travel costs, such as baggage & parking fees if needed. Reimbursement request & itemized receipts must be submitted within **60 days**.
***Per IRS Code 26 CFR 1.62, all reimbursement requests must be received within 60 days. If reimbursement requests, including itemized receipts, are not submitted within 60 days, they will be processed through Payroll and shall be subject to withholding and employment taxes.*

Please complete form in full and submit with supporting documents to your school/department bookkeeper at least **30 days prior to travel**.

Cancelation Policy- Per DLC-AR

- If an employee cannot leave at the scheduled time, the Business Office must be contacted immediately and the Business Office will make the necessary changes. I
- If a trip is canceled after an advance/per diem have been issued, the advance/per diem must be reimbursed to the Business Office immediately.
- Cancellations or changes to travel that are determined to be a non-emergency will be the responsibility of the employee. ***Penalties, change fees, cancellation fees and any additional charges incurred because of travel changes must be reimbursed to the district immediately***

_____

Requestor's Signature Date Signed

_____

Administrator's Approval Signature Date Signed