

How to Complete a Travel Proposal Form Procedures

Before completing and submitting the Travel Proposal Form you are required to know the funding source being used to pay for yours or the employee(s) travels to and from the event. This information MUST be submitted at the time the Travel Proposal Form is being submitted for approval.

1. Employee Information: **All SECTIONS BELOW ARE REQUIRED FIELDS**
 - a. Employee Name
 - b. Assigned Location – Building or primary school employee is based out of
 - c. Current Job Title
2. Event Description: **All SECTIONS BELOW ARE REQUIRED FIELDS**
 - a. Event name
 - d. Event fee – This field is required even if PPSD is not paying for event fee
 - e. Describe event – Be detailed with your description
 - f. Describe relevance to current assignment – Be detailed with your description
 - g. Event begins date – Enter the events begin date
 - h. Sat – This field will fill in automatically based on the Event begins date
 - i. Time - (Enter the Start time of event) – This information can usually be found on the events website under Agenda
 - j. Event ends Date – Enter the events end date
 - k. Sat - This field will fill in automatically based on the Event end date
 - l. Time - (Enter the End time of event) - This information can usually be found on the events website under Agenda
 - m. Extra Travel Days – Leave day before? – This is a drop down arrow, choose yes or no. (If traveling to the event requires you to leave the day before the events begin date, choose YES. Please note leaving the day before requires director/principals approval) **REMINDER THIS IS A REQUIRED FIELD**
3. Extra Travel Days – Return the day after? – This is a drop down arrow, choose yes or no. (If leaving from the event requires you to leave the day after the events end date, choose YES. Please note leaving the day after requires director/principals approval) **REMINDER THIS IS A REQUIRED**
4. Event Location (Venue) – **All SECTIONS BELOW ARE REQUIRED FIELDS**
 - a. Venue name - (hotel name or name of venue the conference is being held at)
 - b. Venue street address
 - c. City
 - d. State
 - e. Zip
 - f. Staying at conference hotel – Click the drop down arrow and choose yes or no
 - g. Conference hotel rate/night – Enter the rate of the hotel room per night being paid
 - h. Travel to event by – Click the drop down arrow and choose one of the options listed
5. One-way mileage – This is a **REQUIRED FIELD**. You can use MapQuest to obtain the mileage to the venue. The starting destination is ALWAYS from the building or primary school the employee is assigned to. It is NEVER the employees home address.

6. Common Carrier Fares – **DO NOT USE THE LINK PROVIDED ON THE FORM. IT IS NOT ACCURATE.** This section indicates it is an “optional” section, if you are flying this field is **REQUIRED** regardless of what the section indicates.

- Origin airport** – Enter the abbreviations for the airport you are leaving from. PPSD prefers employees to leave from TF Greene (PVD), however, it is acceptable to leave from Boston Logan International (BOS)
- Destination airport** – Enter the abbreviations for the airport you are traveling to
- Estimated fare** - Please see instructions listed below to obtain your estimated air fare for this section

To obtain the Estimated Air Fare rate, choose 3 air lines (We typically use South West, Delta, United and/or American)
To obtain your Estimated Fare please follow the instructions below. PPSD prefers employees to leave out of PVD – TF Greene.

- Add the totals of all (or at least 5) of the “Main Cabin” or “Economy Cabin” flights listed on the airlines website for the dates you are traveling.
 - Below the air fare fees listed are \$394.00, \$394.00, \$443.00, \$309.00, \$358.00, \$309.00, and \$394.00. This totals \$2,601.00. To get the average air fare rate from this airline you will then take the total of all the fares, \$2,601.00, and divide it by how many air fares total the \$2,601.00. In this example there are 7 air fares we added to obtain the total of \$2,601.00. The total you get from dividing \$2,601.00 by 7 equals \$371.57. Then divide this by 2 and this will give you your 1 way average air fare rate. Round the average up, \$188.00 and this is what the average air fare for American Airlines is for this trip.
 - You need to do this for 3 airlines.
- Once you have the 1 way average for 3 airlines you will then add those 3 totals together and divide by 3. This total you get is the average Estimated Fare that is required to be entered on your form.

American Airlines - Search Results (Left Panel)

Flight	Class	Fare
PVD - LAX - AA 6017 - ER4-Embraer ERJ-145	Main	\$394
PHL - LAX - AA 1989 - 320-Airbus A321neo	Main	\$443
PVD - LAX - AA 5819 - ER4-Embraer ERJ-145	Main	\$309

American Airlines - Search Results (Right Panel)

Flight	Class	Fare
PVD - LAX - AA 1585 - 319-Airbus A319	Main	\$394
ORD - LAX - AA 1979 - 738-Boeing 737	Main	\$358
CLT - LAX - AA 352 - 321-Airbus A321	Main	\$394

7. Per diem reimbursement – The per diem rates can be found on <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Please see attached samples on how to obtain the below information from the website **All SECTIONS BELOW ARE REQUIRED FIELDS**

- a. Event venue city
- b. Meals per diem rate
- c. Lodging per diem rate

8. Approvals **All SECTIONS BELOW ARE REQUIRED FIELDS**

- a. **Employee submitting section** - Employee that will be traveling's name, signature and date being submitted (Signatures are required to be a physical signature and not be an electronic signature)
- b. **Name section** - Director/Principal's name, signature and date being submitted (Signatures are required to be a physical signature and not an electronic signature)

****THE FORM BELOW IS NOT THE ACTUAL FORM TO BE COMPLETED! THIS IS FOR DIRECTION PURPOSES ONLY! CONTACT JENNIFER DIZOGGIO, Jennifer.Dizoglio@ppsd.org, CC DEBRA GENERALI, Debra.Generali@ppsd.org, IF YOU NEED A TRAVEL PROPOSAL FORM, GO TO PPSD'S WEBSITE, OR PRINCIPALS CAN OBTAIN THE FORM ON THE PRINCIPALS HUB, TO COMPLETE AND SUBMIT**

****THIS FORM MUST BE COMPLETED ONLINE. IF IT SUBMITTED HAND WRITTEN, IT WILL BE RETURNED TO YOU TO COMPLETE ONLINE, THERE ARE NO EXCEPTIONS.**

****ONCE THE FORM IS COMPLETED BEFORE OBTAINING ANY SIGNATURES PLEASE SUBMIT TO JEN DIZOGGIO, Jennifer.Dizoglio@ppsd.org, CC DEBRA GENERALI, Debra.Generali@ppsd.org FOR REVIEW. ONCE JEN REVIEWS IT FOR ACCURACY YOU WILL BE NOTIFIED THE FORM IS ALL SET AND AT THAT POINT YOU CAN OBTAIN SIGNATURES**

THIS IS NOT THE ACTUAL FORM TO BE COMPLETED! THIS IS FOR DIRECTION PURPOSES ONLY!**Employee information (1)**

Employee name	Assigned location	Current job title

Event description (2)

Event name		Event fee	
Describe event			
Describe relevance to current assignment			
Event begins	Date		Sat
			Time
Event ends	Date		Sat
			Time
Extra travel days	Leave day before?	REQUIRED FIELD	Return day after?
			REQUIRED FIELD

Event location (venue) (3)

Venue name (hotel name, etc.)					
Venue street address					
City		State		Zip	
Staying at conference hotel?		Conference hotel rate/night			
Travel to event by...					

Mileage - enter distance to event location - required even if traveling by common carrier

One way mileage (4)	This is a REQUIRED FIELD	Total estimated tolls (optional)	\$ -
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Common carrier fares - optional (5)

Origin airport	
Destination airport	
Estimated fare	
Rail fare (optional)	
Find estimated fare at:	www.gsa.gov/citypairsearch (DO NOT USE THIS LINK IT IS NOT ACCURATE)

Per diem reimbursement - required (6)

Event venue city	
Meals per diem rate	See Link Below to obtain this info
Lodging per diem rate	See Link Below to obtain this info
Per diem rates at:	www.gsa.gov/travel/plan-book/per-diem-rates

Estimated cost of travel

Event fee	\$	
Travel to destination		Round trip mileage times GSA per mile rate of \$0.55 plus tolls.
Lodging Meals		No hotel for events less than 100 miles away.
Local travel Total		100% GSA rate for 0 full day(s) and 75% GSA rate for 1 travel day(s).
		\$25 per full day at destination.
	\$	
Spent upfront	\$	(Spent immediately - includes event fee and air/rail tickets if any)
Spent while traveling	\$	(Hotel, meals, mileage etc. - expense will be incurred during the trip)

THE ESTIMATES COST OF TRAVEL SECTION AUTO CALCULATES BASED ON THE INFORMATION YOU ENTERED ABOVE (YOU DO NOT DO ANYTHING WITH THIS SECTION)

Approvals - use as many blocks as necessary to capture required approval chain (7)

Employee submitting	0	Name	
Signature	s/	Signature	s/
Date submitted		Date	
Name		Name	
Signature	s/	Signature	s/
Date		Date	
Funding source		Account code	
		Activity code	

All PPST travel governed by School Board Policy NASB/NEPN: DKC adopted 10/26/09.

Per diem rates

- Overview
- FY 2025 per diem highlights
- FAQs
- Per diem files
- M&IE breakdowns
- Factors influencing lodging rates
- Per diem boundaries
- Fire safe hotels
- Per diem contacts

Per diem rates

We establish the per diem rates that federal agencies use to reimburse their employees for lodging and meals and incidental expenses incurred while on official travel within the  continental United States. A standard rate applies to most of CONUS. Individual rates apply to about 300 non-standard areas. Most NSAs are a key city/primary destination and the surrounding county. Rates for the coming federal government fiscal year are typically announced in mid-August. Search the rates below or refer to the [flat files](#), [API](#), or [trip calculator](#).

Search by city, state, or ZIP code

Required fields are marked with an asterisk (*).

For fiscal year: *

2025 (Current fiscal year)

State

Select a state

City

City (optional)

Bulletins

[Download bulletins](#) on  per diem rates,  privately owned vehicle reimbursement, relocation allowances and other travel topics.

Need a state tax exemption form?

Per OMB Circular A-123, federal travelers "...must provide a tax exemption certificate to lodging vendors, when applicable, to exclude state and local taxes from their hotel bills." GSA's SmartPay team maintains the most current [state tax information](#), including any applicable forms.

OR

ZIP

ZIP

Find rates

Search by state

For fiscal year:

2025 (Current fiscal year)

Fiscal Year – This should be the fiscal year we are in now, **not** the school fiscal year

State – Click the drop down arrow and choose the state the event is being held in

City – Enter the name of the city the event is being held in

OR

Zip – Just enter the zip code of the address the event is being held in

Last Updated 05-26-26