Hazlehurst City School District
Excellence is the Expectation
Dr. Nonya C. Thrasher, Interim Superintendent
119 Robert McDaniel Drive Hazlehurst, MS 39083
PH: 601.894.1152 | FAX: 601.894.3170 | WEB: WWW.HAZLEHURST.K12.MS.US
OFFICE OF ACCOUNTS PAYABLES

TRAVEL AUTHORIZATION and REIMBURSEMENT

Procedures

- Request permission by submitting a Travel Authorization form:
  - Two (2) weeks prior to travel in state
  - Three (3) weeks prior to travel out of state
  - Four (4) weeks prior to travel by plane
- The form should be submitted to your Supervisor/Principal along with all supporting documentation to include:
  - Conference information
  - Lodging information with prices **(all hotel reservations will be made by Accounts Payable and will only be approved if travel is 75 miles or more)**
  - Registration information
  - MapQuest
  - Budget line being utilized
  - Flight information with prices and a copy of all documents associated with flying. (if applicable)
- Your Supervisor/Principal will forward the request to the Business Office for the Business Manager's approval. Once approved, the business manager will forward to the Office of Superintendent for the Superintendent's approval.
- Once all required approvals are received, a signed copy will be returned to the employee and departmentalized administrator requesting the travel authorization by the Superintendent's Administrative Assistant.
- Once the signed copy is received from the Office of the Superintendent, a separate purchase requisition should be submitted in Remote Link for each fee to be paid by the district to include:
  - Lodging
  - Registration
  - Travel (advance or reimbursement at $0.70 per mile, $68.00 for meals per overnight stay)
  - Air Fare (if applicable)
    - A copy of all registration information should be included with requisitions
- If a check is required prior to the beginning date of travel, please notify Accounts Payable.
- After travel has occurred, complete the Request for Reimbursement and submit within five (5) days of returning with the following documents:
  - Proof of attendance (i.e. agenda, badge, etc.)
  - Hotel receipt with a zero ($0.00) balance
  - *Meal Receipts (for reconciliation if travel advance was received)*
- A reimbursement check will be issued on the regularly scheduled claims docket following submission of reimbursement request.

If you fail to submit all requisitions and/or no Purchase Order is received, you are responsible for all costs associated with the travel. (i.e. lodging, registrations, travel, etc.)

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TRAVEL AUTHORIZATION NON-ATTENDANCE

- In the event that you are unable to attend the planned conference for any reason, please inform your immediate supervisor so that they can contact the conference administrator for cancellation, etc.
- ***All fees resulting from the lack of cancellations or non-attendance are the employees' responsibility.***

TRAVEL AUTHORIZATION DENIAL:

- If the Office of the Superintendent ***denies*** your travel authorization:
  - Any previous conference registrations are required to be canceled.
  - No funding from the district will be set aside to pay any costs associated with the denied travel authorization.
  - Any and all reservations and registrations made before your travel authorization was denied have to be canceled by you.
  - You should not attend the conference if your travel authorization is denied.

If you attend with a denied travel authorization, you will be liable for any and all associated costs.

NON-NEGOTIABLE:

If an employee does not attend conferences, professional development, etc., HCSD cannot use district or federal funds to cover the cost.

If you fail to submit all requisitions and/or no Purchase Order is received, you are responsible for all costs associated with the travel. (i.e. lodging, registrations, travel, etc.)