MILWAUKEE
PUBLIC SCHOOLS



Travel Guidelines and Procedures Manual

Wednesday, May 27, 2026

MILWAUKEE PUBLIC SCHOOLS

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MILWAUKEE PUBLIC SCHOOLS

Overview of Travel Guidelines and Procedures

Travel is a normal part of business. The purpose of these guidelines is to establish standards and procedures to reduce travel costs while complying with Federal regulations regarding reimbursement for business expenses. The guidelines are designed to ensure consistency and fair treatment for members of the MPS community whose travel will be reimbursed or paid for by the district and for visitors (speakers, candidates) whose travel is at District expense. These procedures apply to all travel regardless of the source of funds and assistance in:

- Identifying reimbursable versus non-reimbursable expenditures.
- Clarifying responsibility for controlling and reporting travel costs.
- Identifying required documentation.

Travel expenses incurred while on MPS business will be paid for by the district if the expenses are reasonable, properly approved and documented. This statement covers reimbursement for transportation, auto mileage, auto rentals, hotel lodging, meals, gratuities, tolls and parking, telephone calls, and other miscellaneous expenses. Staff development that falls on a non-work day, MPS will not pay staff wages. In this case, only the approved travel expenses will be paid. The guidelines further detail the documentation required, as well as describing travel advance procedures and the authorizations needed for reimbursement.

Note: If travel expenses are to be charged to a grant or contract sponsored by an outside agency, the requirements of the outside agency will prevail if they are more restrictive than the district's travel guidelines. In general, travelers should make necessary travel arrangements (air travel, ground travel, accommodation). Air Travel must be arranged through the district's designated travel agency.

Pre-approval Considerations

In all cases, requests for subsidized travel, including requests for virtual staff development, require substantial justification, **prior** notification, approval and documentation that will withstand any subsequent audit. All requests for reimbursement of travel expenses shall be reasonable, customary and ordinary for the type of trip taken. The greatest possible economy shall be obtained by the avoidance of unnecessary travel and joint travel by authorized travelers

in a single vehicle whenever possible.

Professional Leave and Travel LMS Course

The Department of Finance offers an LMS course titled "Professional Leave and Travel". It is required that all principals and bookkeepers complete the course at least once per school year. The course is also recommended for Department Administrators and Administrative Assistants who review/approve and process Professional Leave and Travel forms.

This course can be found in LMS at:

Professional Leave and Travel for Principals and Bookkeepers –
LMS - Travel for School Principals and School Bookkeepers

Professional Leave and Travel for Departments and Administrative Assistants –
LMS - Travel for Departments and Administrative Assistants

I. Eligible Personnel

The following classifications of personnel shall be eligible for reimbursement for travel expenses:

A. Board Members.

B. MPS Employees.

C. Authorized designees, such as parents.

D. Authorized candidates for MPS employment required to travel to an MPS location as part of the recruiting and hiring processes. Note: Reimbursement in this situation should be processed through an Electronic Direct Payment (EDP).

II. Non-Eligible Personnel

The following classifications of personnel are not eligible for reimbursement for travel expenses:

A. Travel by non-staff members will NOT be approved, except for travel related to District programs such as Title I.

B. Consultants or contractors traveling on MPS business are expected to include the cost of their travel in their contract as part of the fixed fee.

III. Eligible Travel

Travel expenses will be approved for the following kinds of travel:

A. Travel necessary for training required for staff in schools.

B. Travel for training mandated by the state or federal government or program funders.

C. Travel for training related to areas of responsibility.

D. Travel to support the district's legislative agenda and lobbying efforts.

E. Travel to represent the district at state or national association meetings or conferences.

IV. Funding for Travel

Travel expenses can be paid for by the following funds:

A. Categorical (grant) funded travel will be allowable ONLY if a travel budget is approved by the grantor.

B. Travel funded through trust accounts will be allowable ONLY if it is directly related to the purpose of the trust.

C. School Operations funded (Board funded) travel will only be allowed when necessary or required for the educational or business operations or programs of the district and the supervisor(s) approving the form is ensuring that the travel being approved is necessary or required for the educational programs or business operations of the district.

D. Staff development that falls on a non-work day, MPS will not pay staff wages. In this case, only the approved travel expenses will be paid.

V. Expenses for Travel inside Milwaukee County

All employees and authorized individuals whose official duties for the district require them to travel from their official headquarters to other locations in Milwaukee County shall be reimbursed for travel in their privately owned vehicle at the published Internal Revenue Service (IRS) standard mileage rate for business. *IRS Mileage Reimbursement Rates* (Mileage Reimbursement for travel in Milwaukee County is processed by Payroll using a Car Allowance Timesheet and NOT a BP Travel Record.) Necessary parking fees while on business travel inside Milwaukee County are reimbursable when other non-fee-based parking options are not available. Taxi charges are non-reimbursable for business travel inside Milwaukee County.

Please note: The *Request for Professional Leave & Travel* form is needed for staff development within Milwaukee County signed as directed in Chart A (schools) and Chart C (departments) below.

VI. Expenses for Travel outside Milwaukee County

The most effective and efficient means of transportation should be used for travel outside Milwaukee County. All requests for reimbursement of travel expenses must be reasonable, customary and ordinary for the type of trip taken. The greatest possible economy shall be obtained by the avoidance of unnecessary travel and joint travel by authorized travelers in a

single vehicle whenever feasible.

A. Transportation by Common Carrier

It is expected that most individuals will use common carriers (airline, railroad or bus) for trips greater than 100 miles. Travel arrangements will be made by the employee directly, or with the assistance of the department or school's designated travel coordinator. Reimbursement will be provided in the amount of coach fare. Airport, rail or bus station parking for up to five (5) days is reimbursable.

When using commercial air travel, consider the following cost-saving strategies:

- Travel with Carry-On Only
- Consult airline website for baggage fees before traveling
    - Reimbursement of baggage fees is allowed for the first checked bag
    - Excess baggage charges (overweight and second/subsequent checked bags) are only allowable when the district determines the baggage was needed for official business reasons
- Be flexible in selection of airlines and flight time

B. Transportation by Privately Owned Vehicles

Individuals using their automobiles for out of county business shall be reimbursed at the mileage rate allowable by the IRS (see IRS Mileage Reimbursement Rates) at the time of travel, using the most direct route between the work station, destination, and return as determined by the state highway department maps. In no event shall the total reimbursed cost exceed the equivalent cost of one round trip coach airfare purchased at least thirty (30) days prior to the date of travel commenced.

C. Reimbursements

Reimbursements are set as per *IRS Guidelines*. Reimbursements for per diem and lodging shall not exceed what would have been required if the most practical common carrier had been used. Travel time in excess of that by common carrier shall be charged to personal vacation.

Parking fees and tolls are reimbursable, provided proper receipts are submitted.

In addition to meals, the per diem covers the cost of incidental expenses such as

laundry, cleaning and gratuities to airport and hotel personnel.

Individuals attending the same event shall travel together in as few automobiles as possible.

D. Car Rental/Taxis

Car rental **must** be approved before the travel occurs. The car rental must be an economy-sized vehicle. If other than an economy-sized vehicle is needed, detailed written justification as to why a different sized rental car is being requested must be submitted.

The employee's supervisor should consider the following guidelines before approving the use of a rental car:

1. A rental car is more cost-effective than other means of ground transportation.
2. The amount of materials/equipment transported precludes use of other ground transportation.
3. No other transportation is reasonably available at the time(s)/location(s) required.
4. Car rentals at the destination should be avoided and should only occur if absolutely necessary. In many cases, hotels and other shuttle services provide free or economical transportation from the airport, train, or bus station.
5. **Use of a rental car must be identified when the *Request for Professional Leave and Travel-Schools* form or *Request for Professional Leave and Travel-Central Services* is submitted and its use must be approved.** Costs of a rental car at the destination, when adequately documented, are reimbursable. Collision Damage Waiver (Physical Damage Coverage), Liability Coverage, Personal Accident Insurance (death and dismemberment), often offered by car rental companies, are not reimbursable.
6. Charges for taxis and air limousines (including a reasonable tip) and shuttle service costs are reimbursable. An explanation should accompany any claim in excess of $25.00 per taxi trip.

E. Lodging

1. Individuals should seek accommodation that is in line with the average cost of a single room rate in the community at the motel or hotel where the meeting is held. Lodging expenses must be supported by an itemized hotel bill. Charges for

late departures will not be reimbursed. ***NOTE: Airbnb and house rentals are not allowable.***

2. Lodging will not be authorized for single-day conferences unless the distance to the conference location exceeds the IRS guidance of 50 miles. Lodging will be limited to the night immediately preceding the conference.

F. Meals

1. The per diem is intended to cover the costs of meals, including taxes and tips.
2. If meals are included in the cost of the event registration fee, the per diem rate will be reduced accordingly: **15% for breakfast, 35% for lunch, and 50% for the per diem rate for dinner.**
3. A traveler's total per diem will be calculated by the BP system. Travelers with departure times before 12:00 noon on the day of departure will receive the full allowable per diem.
4. Travelers with departure times after 12:00 noon will receive one-half the allowable per diem.
5. Travelers with arrival times before 12:00 noon on the return date will receive one-half the allowable per diem.
6. Travelers with arrival times after 12:00 noon on the return date will receive the full allowable per-diem.
7. There will be no per diem for 1-day trips.
8. There will be no per-dem or meals for staff development within Milwaukee County.

G. Miscellaneous Expenses

1. Never assume that an item will be covered under the "Miscellaneous" category. Be sure to check with your supervisor if an item you need is not outlined specifically in the guidelines and procedures manual.
2. Expenses that do not fit into any of the previous categories, yet are directly business related, must be reasonable and necessary for the business purpose of the trip.
3. The following expenses are ***not*** reimbursable:
    - Avoidable "No-Show" charges for hotel or car service
    - Additional charges for late checkout
    - Cancellation charges (unless fully justified)
    - Flight insurance
    - Non-compulsory insurance coverage
    - Car Rental upgrades
    - Loss/theft of personal funds or property/lost baggage
    - Traffic citations, parking tickets and other fines
    - Towing service, repairs due to accidents, etc. for personal vehicle
    - Personal items (e.g., toiletries, luggage, clothing, etc.)
    - Pay-Per-View movies in hotel/motel room, personal entertainment

- Spouse or family members' travel costs
- Expenses related to vacation or personal days while on a business trip
- Childcare costs and kennel costs
- Delinquency fees/finance charges for personal credit cards
- Alcoholic Beverages

VII. Travel Expenses of Other (Non-Employees)

A single *Travel Record* in the BP/IFAS system should apply to one person. If a non-employee (such as a parent) will be attending a conference, the non-employee's trip information must be included in BP/IFAS under an employee's name. The name of the non-employee and his/her status (parent, etc.) should be indicated in the description of the *Travel Record* in BP/IFAS.

Spousal travel is permitted, but expenses are ***NOT*** reimbursable. The lodging clerk should be asked to write the single-room rate on the receipt.

VIII. Travel Authorizations and Authorization Forms

All travel must be supported by completed and approved *Request for Professional Leave and Travel- Central Services* form or a *Request for Professional Leave and Travel-Schools* (See Exhibits 1 and 2). These approvals for schools and departments **MUST OCCUR BEFORE** any BP entry or financial commitment is undertaken by the school or Central Services office. Forms are to be completed, approved, and returned to the originator at least forty-five (45) days before the travel dates.

Travel must be approved prior to the trip unless impractical due to timing and urgency of trip. As required by *Board procedures*, the Board President shall approve travel of Board members. All travel needs to be appropriately approved and signed by the Superintendent's Office if the trip is outside of Wisconsin.

Management of the Office of Accountability and Efficiency shall approve travel for employees with the Office of Accountability and Efficiency.

Trips for a school or office may decline if that school or department has any trips that have not been reconciled in BP/IFAS. All trips must be reconciled within fifteen (15) days of the completion of the trip.

A. Authorization of Travel for Schools

For out-of-state travel, all school employees and parents **must** have prior approval from

the approver as listed below. This requirement applies regardless of the cost or funding source of the trip. Included with the form must be written rationale of how travel relates to the day-to-day work of the employee, and how the employee will utilize and disseminate what he/she has learned.

Below is a chart for School travel

Location	Signatures Required	Second Signature	Third Required Signature	Fourth Required Signature
Virtual Trainings	Building Administrator	NA	NA	NA
Inside Milwaukee County	Building Administrator	NA	NA	NA
Outside Milwaukee County	Building Administrator	Academic Superintendent or Designee	Chief of Schools	NA
Outside of the State	Building Administrator	Academic Superintendent or Designee	Chief of Schools	Superintendent/Designee

B. Authorization of Travel for Charter Schools

The MPS Travel Policies and Procedures apply to Instrumentality Charter Schools, but not to Non- Instrumentality Charter Schools. Non-instrumentality Charter Schools will follow their own authorization guidelines and procedures.

C. Authorization of Travel for Offices

Travel for Central Services staff must be approved by the appropriate approver as per the chart listed in C (Authorization of Travel for Offices). Central Service employees seeking to travel must obtain the appropriate signature(s), on a *Request for Professional Leave and Travel-Central Services* form. The Superintendent's/Designee approval is mandatory for all Senior Leadership for out of state travel. Included with the form must be written rationale of how travel relates to the day-to-day work of the employee, and how the employee will utilize and disseminate what he/she has learned.

Below is a chart for Department travel

Location	First Signature Required	Second Signature Required	Third Signature Required
Virtual Trainings	Director/Manager	Chief of the Office	NA
Inside Milwaukee County	Director/Manager	Chief of the Office	NA
Outside Milwaukee County	Director/Manager	Chief of the Office	NA
Outside of the State	Director/Manager	Chief of the Office	Superintendent/Designee

Senior Leadership out of state travel – Superintendent/Designee

D. Authorization of Virtual Professional Development

All virtual staff development and conferences must be supported by a complete and approved Request for Professional Leave and Travel form. For schools, the Building Administrator's approval is acceptable for virtual staff development, refers to the chart in Section A (Authorization of Travel for Schools) . For departments, refer to the chart in Section C (Authorization of Travel for Offices). These approvals for schools and departments **MUST OCCUR BEFORE** any BP entry or financial commitment is undertaken by the school or Central Services office. Forms are to be completed, approved, and returned to the originator at least forty-five (45) days before the staff development dates.

Do not enter a travel record for virtual staff development. Payment via Business Plus Electronic Direct Payment or Purchase Order is acceptable.

IX. Trip Reporting in Business Plus/IFAS

Trips are to be entered into Business Plus only after proper approval for the trip has been granted by the approver as listed in section A (schools) or C (departments). Please see the *Business Plus Dashboard "Travel"* tab for step-by-step instructions.

MPS will make every attempt to issue payments to vendors before the travel occurs, i.e. lodging and registration. If payments are not submitted to vendors prior to departure, it is

the employee's responsibility to pay for approved expenses and seek reimbursement after the trip ends. Schools must **never** use their school checking accounts to make any payments related to employee travel. All expenditures for employee travel are processed through BP. Following the schedule in Exhibit 1 and the checklist in Exhibit 2 are extremely helpful in ensuring that payments are processed on time.

The agenda for the conference must be included when submitting the Request for Professional Leave and Travel form and when submitting the BP trip reconciliation so that the approving authority and the Finance staff can determine whether meals were served at the conference and authorize the per diem accordingly. Failure to submit agendas with the Request for Professional Leave and Travel form may result in the denial of per diem.

Absolutely **NO** reimbursement will be allowed to any traveler for the cost of alcoholic beverages.

A copy of the *Request for Professional Leave and Travel-Schools* or *Request for Professional Leave and Travel-Central Services* form, along with the agenda must be attached to the travel record in Business Plus, as well as to all requests for vendor prepayments, employee advance payments, expense and mileage reimbursements, and all travel reconciliations submitted to the Office of Finance.

EXCEPTION (Board Members only): It is not necessary to create a trip record if a member of the Board of School Directors attends a conference that requires payment for registration only.

X. General Information

A. Advances

If advanced payment for travel expenses is required, a check will be advanced to an individual who forwards a completed *Direct Payment* request, along with a copy of the approved and signed Request for Professional Leave and Travel form and an agenda for the conference, to the Office of Finance ten (10) days prior to departure. Advances will only be provided in the amount of the travelers per diem, and only if the advance is $100.00 or greater. Reconciliation of actual expenses with the advance must be made within fifteen (15) days after the trip has been completed.

Settlement for additional funds due to MPS are to be made within fifteen (15) days after the conclusion of the trip. By accepting an advance, the traveler authorizes a payroll deduction if advanced per diem is more than the travel expenses incurred.

B. Honorariums

All honorariums must be turned over to the District unless the employee has taken vacation. No travel expenses may be charged for any meeting for which an honorarium is received.

C. Responsibility

The certification of all information included on the Request for Professional Leave and Travel form and/or Business Plus trip record is the responsibility of the individual and his/her supervisor.

XI. Travel Protocol – Internal Best Practice

All *Request for Professional Leave and Travel-Schools* or *Request for Professional Leave and Travel-Central Services* forms must be completed and approved at least 45 days before the travel dates. Communication with the person traveling is a must. Please make sure you are using the correct and most updated *Request for Professional Leave & Travel form*. This is located in the Travel tab in BP Forms.

Please note: The *Request for Professional Leave & Travel* form is not needed for travel within Milwaukee County.

XII. Exhibit 1 – Travel Procedure

Recommended Schedule	Information to gather in order to enter in Business Plus/IFAS:
45 days or more prior	Traveler completes an MPS *Request for Professional Leave and Travel* Form and submits the form to their supervisor/s for approval. If traveling outside of Wisconsin, the *Request Leave and Travel* Form must be signed first by the applicant and signed by the appropriate approver as per Section A (schools) or Section C (departments)
45 days or more prior	Supervisor/s review *Request for Professional Leave and Travel* Form. If request is denied the form is returned to the traveler. If approved, the signed form is sent by the supervisor to the school or department support staff person responsible for entering the trip in BP/IFAS.
30 days prior	Designated school or department support staff person enters trip into BP/IFAS by creating a **Travel System number** (TS#) in Travel tab→Data Entry→Click here to create a travel record. The TS# should be written on top of the *Request Leave and Travel* Form. A copy of the completed and approved MPS *Request for Professional Leave and Travel* Form, as well as the agenda must be attached to the travel records in Business Plus.

30 days prior	Registration – contact the conference provider for conference availability and what the registration cost covers. Request an invoice and submit a direct pay. Fill in the description field the following way: ***Registration: Invoice#/Full Name*** The TS# goes in the 2nd reference field. Attach a copy of the signed approved *Request for Professional Leave and Travel* form along with the direct pay.
30 days prior	Communicate with the applicant for flight arrangements and information needed before contacting Omega (Central Service and Schools). a. Full name on license b. Date of Birth c. Home Address and contact information d. TS# e. Information needed: Time, (morning, afternoon, evening) destination and departure/return dates f. Budget code to be used
30 days prior	Contact the hotel to make reservations and request a confirmation/invoice sent to you. Submit a direct payment, fill in the description field the following way: ***Hotel: Confirmation or Invoice#/Full Name*** The TS# goes in the 2nd reference field. Attach a copy of the signed approved *Request for Professional Leave and Travel* form. For online reservation same steps should be followed.

20 days prior	Per Diem – Meals only for overnight stays. If the conference covers their meals, there should be no per diem given or if it covers only some meals a partial per diem is given (see per diem section for more details). If no meals are covered and the conference is more than 2 days, check with the "Per Diem" travel list that is located in the Travel tab in BP/IFAS. If the per diem is over $100.00 submit an advance for the applicant attending on a direct pay. Please communicate with the traveler that their address is updated in PeopleSoft. Conference agenda and a copy of signed approved *Request for Professional Leave and Travel* form should be submitted along with the direct pay for advance payment. Fill in the description field the following way: ***Per Diem: Full Name*** The TS# goes in the 2nd reference field.
20 days prior	Conduct follow up phone call to confirm payment is received for the applicant's registration and hotel reservations after 5-7 days of date of mailing from finance. Make sure you write down the date you called and the person you spoke with.

5 days prior	Two travel folders should be made – one for your record and the second for the traveler. Each folder should contain the following: a. Copy of registration along with proof of payment and confirmation of payment received b. Copy of hotel registration along with proof of payment and confirmation of payment received c. Agenda/Schedule if possible d. Map of hotel e. Advance payment of their per diem if over $100.00 and more than 2 days overnight f. Memo reminder to traveler of all documentation and receipts that should be returned to reconcile trip within the 15 days of their return (see list a-g below).
Recommended 1-3 days after return	Once traveler returns, print out the travel reconciliation report and gather all receipts needed to close out the trip for example: a. Agenda/Schedule b. Name Badge for proof of attendance c. Airline tickets/flight information d. Baggage claim receipts if charged e. Taxi receipts to and from airport f. Parking lot receipt if car was kept at the airport g. Hotel zero balance receipt
Recommended 4-6 days after return	If applicant is receiving a reimbursement this must be filled out on the reconciliation report and signed off by applicant→approver as per Section A (schools) or Section C (departments). A Direct payment must be submitted along with the signed reconciliation report and a copy of the signed approved *Request for Professional Leave and Travel* form and submitted to Accounts Payable, Finance room 154 or accountspayable@milwaukee.k12.wi.us.

XIII. Exhibit 2 – Travel Checklist

Name of Applicant

Name: Event date:

Conference: Location:

Travel Checklist

	Professional Leave and Travel Form Approved/Denied		Date Completed:
	If travel is approved, enter in BP/IFAS Creating TS# - Write on top of Request Leave & Travel Form; attach a copy of the approved form, along with the agenda to the travel record in Business Plus		Date Completed:
	Registration arrangements		Date Completed:
	Direct pay for registration submitted along w/copy of approved travel form		Date Completed:
	Flight Arrangements: Omega (Central Service and Schools) • Full name on license • Date of Birth • Home Address and contact information • TS# • Information needed: Time, (morning, afternoon, evening) destination and departure/return dates • Budget code		Date Completed:
	Hotel reservation		Date Completed:
	Direct pay for hotel submitted along w/copy of approved travel form		Date Completed:
	Per diem or mileage request – submit agenda w/copy of approved travel form		Date Completed:
	Travel packets		Date Completed:

Reconciliation Checklist

	Conference agenda/schedule		Received		Missing		Date:
	Name badge for proof of attendance		Received		Missing		Date:
	Hotel (zero balance) receipt at checkout		Received		Missing		Date:
	Airline-flight information		Received		Missing		Date:
	Baggage claim receipts if charged		Received		Missing		Date:
	Taxi receipts to and from airport		Received		Missing		Date:
	Parking lot receipts if car was kept at airport		Received		Missing		Date:
	Any other allowable receipts that employee has paid		Received		Missing		Date:
	Reconciliation report signed by employee, principal or supervisor		Received		Missing		Date:
	Submit signed reconciliation report w/direct pay for reimbursement to employee and the signed approved Professional Leave and Travel Form		Received		Missing		Date:

Name of School/Office:

Completed by: Date submitted to Finance:

XIV. Exhibit 3 – Request for Professional Leave and Travel - Schools

REQUEST FOR PROFESSIONAL LEAVE AND TRAVEL

Initiate this form at least forty-five (45) days before the event

Submit this form and submit to the building principal. Required signatures must be obtained prior to processing by the school bookkeeper. Refer to MPS Travel Guidelines and Procedures Manual (Section A).

Attach a copy of official information about this event, including agenda and itinerary.

Directions: Type or use pen.

Applicant: _____

Position: _____

□P □AP □APIC □Teacher □Parent

School: _____

Date: _____

Event: _____

Location: _____

Date(s) of Event: _____

Travel Dates/Times – Must be completed (required to calculate per diem)

Departure Date: _____ ***Departure Time:*** _____

Return Date _____ ***:Return Time*** _____

LOCATION: _____

DATE(S) OF EVENT: _____

1. STATE HOW THIS ACTIVITY ALIGNS TO THE SCHOOL'S IMPROVEMENT PLAN:

_____

_____

_____

_____

_____

2. HOW WILL YOU UTILIZE AND DISSEMINATE WHAT YOU LEARN FROM PARTICIPATING IN THIS PROFESSIONAL DEVELOPMENT EXPERIENCE?

_____

_____

_____

_____

_____

3. HOW WILL YOU PAY FOR THE EVENT?

□ I am attending this event at my own expense.

□ I am using funds from a budgetary account. *(Please list account.)*

_____-ETRV

□ I am using funds from a Central Services account. *(Please list account.)*

_____-ETRV

4. WILL YOU RECEIVE AN HONORARIUM?

□ YES □ NO

Submit Honorarium to Finance.

_____

Signature of Applicant Date

_____

Signature of School Administrator Date

Complete the information in this box:

Estimated Costs

Registration $_____

Transportation $_____
(Bus, Train, Air)

Mileage $_____
(Personal Auto)

Lodging $_____

Per Diem $_____
(Meals – Only for overnight stays)

Miscellaneous $_____
(Taxi, Car Rental, Shuttle, Etc.)

Total $_____

Membership fee is not an authorized expense.

My signature above acknowledges that the MPS Travel Guidelines and Procedures Manual is available to me on the MPS Portal and that I understand and am responsible for all content and materials therein. I also understand that MPS will make every attempt to issue payments to vendors, i.e., lodging and registration before the staff development occurs. However, if payment is not made prior to departure, it is the employee's responsibility to pay for approved expenses and seek reimbursement after the travel ends. School checks or other methods of payment will not be made. Lastly, rental cars must be approved with the original submission of this form per the guidance in the Travel Manual. If a rental car is obtained without approval, reimbursement will not be made.

Note: Once approved and entered into the Business Plus/IFAS system, a copy of this form must be attached to the Travel record in Business Plus, as well as to all requests for vendor prepayments, employee advance payments, reimbursements and ALL travel reconciliations. ALL trips must be reconciled within 15 days after the completion of the trip or future trips may be denied.

For use by the Office of School Administration

Required Signatures:

□ **Virtual Trainings and Inside of Milwaukee County**

Building Administrator: _____ Date: _____

□ **Outside of Milwaukee County and Outside of State (all required)**

Building Administrator: _____ Date: _____

Academic Superintendent/Designee: _____ Date: _____

Chief of Schools: _____ Date: _____

□ **ESEA Funds Used:**

ESEA Coordination & Compliance Manager: _____Date: _____

- □ Approved, Salary Only
- □ Approved, Expenses Only
- □ Approved, Salary and Expenses Paid
- □ Restrictions: _____
- □ Denied

XV. Exhibit 4 – Request for Professional Leave and Travel – Central Services

REQUEST FOR PROFESSIONAL LEAVE AND TRAVEL

Initiate this form at least forty-five (45) days before the event

Directions: ***Type or use pen.***

Submit a completed copy of this form to the
Required signatures must be obtained prior to processing by the school bookkeeper. Refer to MPS Travel Guidelines and Procedures Manual (Section C) *approval before any BP entry or financial commitment.* **Attach a copy of official information about the event, including agenda and itinerary.**

Applicant: _____
I. D. Number _____
Position: _____
Department: _____

Date: _____

EVENT: _____

LOCATION: _____

DATE(S) OF EVENT: _____

Travel Dates/Times – Must be completed (required to calculate per diem)

Departure Date: _____ ***Departure Time:*** _____

Return Date: _____ ***Return Time:*** _____

1. **STATE HOW THIS ACTIVITY ALIGNS TO YOUR OFFICE'S GOALS FOR THIS FISCAL YEAR:**

_____
_____
_____
_____
_____

2. **HOW WILL YOU UTILIZE AND DISSEMINATE WHAT YOU LEARN FROM PARTICIPATING IN THIS PROFESSIONAL DEVELOPMENT EXPERIENCE?**

_____
_____
_____
_____
_____

MILWAUKEE PUBLIC SCHOOLS

CENTRAL SERVICES

3. HOW WILL YOU PAY FOR THE EVENT?

□ I am attending this event at my own expense.
□ I am using funds from a budgetary account. *(Please list account.)*

_____

□ I am using funds from a Central Services account. *(Please list account.)*
_____-ETRV

4. WILL YOU RECEIVE AN HONORARIUM?

□ YES □ NO
Submit Honorarium to Finance.

_____
Signature of Applicant Date

_____
Signature of Department Head Date

Complete the information in this box:
Estimated Costs

Registration $_____

Transportation $_____
(Bus, Train, Air)

Mileage $_____
(Personal Auto)

Lodging $_____

Per Diem $_____
(Meals – Only for overnight stays)

Miscellaneous $_____
(Taxi, Car Rental, Shuttle, Etc.)

Total $_____

Membership fee is not an authorized expense.

My signature above acknowledges that the MPS Travel Guidelines and Procedures Manual is available to me on the MPS Portal and that I understand and am responsible for all content and materials therein. I also understand that MPS will make every attempt to issue payments to vendors, i.e., lodging and registration before the staff development occurs. However, if payment is not made prior to departure, it is the employee's responsibility to pay for approved expenses and seek reimbursement after the travel ends. School checks or other methods of payment will not be made. Lastly, rental cars must be approved with the original submission of this form per the guidance in the Travel Manual. If a rental car is obtained without approval, reimbursement will not be made.

Note: Once approved and entered into the Business Plus/IFAS system, a copy of this form must be attached to the Travel record in Business Plus, as well as to all requests for vendor prepayments, employee advance payments, reimbursements and ALL travel reconciliations. ALL trips must be reconciled within 15 days after the completion of the trip or future trips may be denied.

For use by the Office of School Administration

Required Signatures:

□ **Virtual Trainings, Inside of Milwaukee County, Outside of Milwaukee County**

Director/Manager: _____ Date: _____

Chief of Schools: _____ Date: _____

□ **Outside of the State**

Director/Manager: _____ Date: _____

Chief of the Office: _____ Date: _____

Superintendent/Designee: _____ Date: _____

□ **ESEA Funds Used:**
ESEA Coordination & Compliance Manager: _____Date: _____

□ Approved, Salary Only
□ Approved, Expenses Only
□ Approved, Salary and Expenses Paid
□ Restrictions:
_____
□ Denied