



EUNICE PUBLIC SCHOOLS

Travel and Transportation Policy

Eunice Public Schools supports professional development and work-related travel while maintaining fiscal responsibility. Employees are expected to adhere to the following guidelines whenever travel is required.

1. Per Diem & Meals

- **Eligibility:** Travel exceeding two hours qualifies for a \$70 per diem allotment within a 24-hour period.
- **Partial Days:** Partial allocations will be applied for same-day travel or return days.
- **Advance Payment:** When possible, an advance check for 80% of the allotment will be distributed the day before or the day of travel.
- **Final Reconciliation:** Upon return, employees must submit their final travel times along with the event agenda to receive the remaining reimbursement.

2. Requesting Travel

- **Timeline:** A Per Diem Request Form must be submitted at least 2 weeks prior to travel.
- **Documentation:** The request must include supervisor approval and a copy of the conference agenda or event details.
- **Access:** Forms are available on the district website.

3. Lodging & Accommodations

- **Payment:** If applicable, hotel accommodations will be paid directly by the school district.
- **Verification:** Employees must submit an official hotel receipt upon return for mandatory verification and recordkeeping.

4. Transportation & School Vehicles

- **Vehicle Reservations:** If a district vehicle is required, employees must submit a Trip Plan Form (available on the website) after receiving supervisor approval.
- **Driver Requirements:** A copy of a valid driver's license must be on file at the Administration Building prior to using any school vehicle.

5. Miscellaneous Expenses & Reimbursements

- **Covered Expenses:** Out-of-pocket expenses such as parking, airport transportation, or other approved travel-related costs are eligible for reimbursement.

- **Submission:** To claim reimbursement, employees must submit actual receipts along with the conference agenda/schedule upon their return.

Important Note: Failure to follow these guidelines may result in delayed or denied reimbursements. All forms and additional resources can be found on the district website or obtained directly through the Administration Office.