

## Travel FAQ's

Q. What is my first Step?

A. Ensure that you have informed your administrator and the training aligns with school strategic plan.

Q. What paper work is necessary?

A. Always fill out a Requisition if there is a cost. Also you must submit a Request to Attend Professional Meeting. The Professional Meeting sheet will be needed to process for payment.

Q. Do I need board approval?

A. When travelling out of state you MUST have board approval prior to traveling. It is a good practice to submit this form for any travel. It helps document your growth.

Q. What about scheduling/paying for my flight?

A. If you are using a P-Card, you follow the guidelines for using that card. If you are paying with your own credit card, then you submit an original copy of transaction along with the green travel form for reimbursement.

Q. Can I use my credit card to pay for another employee's ticket?

A. No. Any person traveling must utilize their own P-Card or own form of credit card payment. You cannot put multiple people on your card. This is a major auditing issue.

Q. Is baggage covered?

A. Yes. One bag is allowed.

Q. Is changing seat assignments covered?

A. No. If you pay to change a seat it will be your responsibility to cover the cost.

Q. What are the procedures for hotel?

A. Hotel reservation/ Confirmations/ and payments are the same as flights. Remember you are the person responsible for confirming this information. You may receive assistance but you must check on deadlines and confirmations.

Q. Is car rental permissible?

A. Not usually. On special occasions, with prior approval from finance and appropriate director will this be an allowable expense.

Q. Is parking at the hotel covered?

A. Parking at hotels is not covered. Many hotels have this charge. It is the responsibility of the attendee to cover this cost.

Q. What receipts do I keep?

A. If utilizing P-Card, maintain all receipts. If using personal credit card, keep receipts for which you wish to claim reimbursement.

Q. What is the per diem?

A. This is allowable cost for food and other Incidentals. The first and last days of travel are 75% of a full day of travel. The total allowed on First and last day is \$38.25. The breakdown is as follows; Breakfast= \$8.25, Lunch=\$9.00, Dinner= \$17.25, Incidentals=3.75. A full day of travel is \$51.00. The breakdown is as follows; Breakfast= \$11.00, Lunch=\$12.00, Dinner= \$23.00, Incidentals=5.00. Please remember to subtract any meals provided during your meeting. Additionally, in order to submit per diem you must stay overnight. If using P-Card keep receipts. If using personal card no receipts needed.

Q. When do I submit green reimbursement form/s for travel?

A. If you have purchased airline tickets in advance you can submit your form as soon as possible so that you can get your reimbursement back. Remember to have appropriate documentation. Other travel expenses should be submitted within five days of the completed travel date. Regular travel expenses are due the 8<sup>th</sup> of each month.

Other questions can be submitted to the director of federal programs and may be added to this list.