

Dawson Education Service Cooperative Perkins Travel Guidelines, Tips and Reminders

All travel, using Perkins dollars, must follow the most restrictive rule whether that is federal, state, or coop policy. Travel requests must be preapproved to ensure funding is available. Perkins funding cannot be used to provide the required 36 hours of professional development as mandated by the state. Calculate travel expenditures using the GSA website; www.gsa.gov. A travel reimbursement form must be submitted upon completion of the event identifying the conference attended and/or purpose of the trip. Agendas must also be submitted with the travel reimbursement form. No travel reimbursement (meals, mileage, hotel, registration, airline/mileage) will occur until after travel is completed.

MEALS

In State and Out of State:

Reimbursement for food expenditures, only in connection with overnight travel, will be made based on the gsa rate unless food receipts are given. Perkins can only reimburse 75% of the GSA allotment for the first and last night of travel.

If receipts are submitted for reimbursement of meals:

- * The receipt must be itemized with meal, date, name of eating establishment, and form of payment.
- * Tips are not allowed for reimbursement.
- * No alcohol or incidentals can be reimbursed.
- * No snack/dessert or grocery store receipts can be reimbursed.

LODGING

*Reimbursement for lodging is limited to the GSA rates. Please check rates before booking. Lodging can only be reimbursed for approved activities exceeding 50 miles away from the school. Perkins dollars cannot be used to pay lodging expenses for approved activities under 50 miles from the school district.

*The conference hotel rate is not necessarily the lowest, please ask for STATE rates when reserving your hotel rooms at the conference hotel.

* If the hotel rate exceeds the GSA amount you may share a room with a CTE teacher and split the cost. You **MUST** request two invoices from the hotel with each teacher having a separate invoice before you leave the hotel. The invoice of both parties should have a zero balance. Each teacher will be reimbursed for the split amount of the total invoice. The invoice for each teacher cannot exceed the GSA rate for one room. Example: A conference hotel room in Fayetteville cost \$150. The required GSA rate for a room in Fayetteville is \$91. Two teachers are sharing a room at the conference hotel. At the end of their stay, an invoice with each teachers name would show one night totaling \$75. This expense is under the \$91 gsa rate and allowable for reimbursement through Perkins.

DO NOT USE HOTWIRE, TRAVELOCITY, EXPEDIA OR OTHER BOOKING AGENCIES TO BOOK ROOMS!

A zero room balance is not guaranteed by the hotel because they did not conduct the transaction so please **ALWAYS** call the hotel directly and make your reservations. We cannot reimburse if the hotel receipt does not show a zero balance.

* If you are staying at a conference hotel and the hotel rate exceeds the GSA rate, special approval must be granted for overnight stay. A letter from the CTE Coordinator will be submitted to the state explaining the reasons for using a hotel over the GSA rate.

*Submit the following forms of documentation when seeking reimbursement:

- Lodging invoice, with person's name, showing room charges. Invoice must show a zero balance. Perkins can only reimburse for room rate plus tax, no room service, movies, etc. can be reimbursed.
- Copy of credit card statement and/or check showing payment of room charges.

CONFERENCE REGISTRATION:

* The conference registration receipt showing a zero balance and the form of payment should be submitted for reimbursement. The form of payment can include a credit card statement and/or check.

TRANSPORTATION:

Reimbursement for out of state travel will follow the most restrictive rule. The lowest rate for travel will be repaid based on coach class airfare, the established rate of mileage for driving a personal vehicle or train.

* By Car:

- a.) If students are present in a school vehicle, the gas tickets will be prorated to provide only the teacher's transportation.
- b.) School vehicles are not reimbursed per mile due to federal restrictions of supplanting. (Providing federal funds when state funds are used to maintain.)
- c.) Parking receipts ARE allowable.
- d.) Coach class airfare and (ONE) baggage fee will be reimbursed. Perkins CAN NOT reimburse for extra leg fee, insurance and other amenities.
- e.) No rental vehicles will be reimbursed.
- f.) Taxis will be reimbursed to and from the airport only. MUST HAVE RECEIPTS!
- g.) Shuttle services will be reimbursed. MUST HAVE RECEIPTS!