

Barrington Public Schools

Travel / Conference Request Procedures

These procedures apply to all School Department employees regardless of the source of funds. The School Department is not obligated to reimburse any employee for travel costs that were not approved according to these procedures. In every case, the means of transportation and/or accommodations which is least expensive to the School Department and which is in the interest of the economy, with proper consideration to the circumstances must be used.

These travel guidelines stipulates that requests for reimbursements incurred during the travel period are not to include any expenses incurred for wine, liquor, and/or tobacco products. It also dictates that travel sponsored by third parties is generally impermissible and must be authorized by the Administration Office prior to the travel date.

1. All overnight and out-of-state travel requires prior approval. Approval is secured through the use of a Conference Travel Request Form (Attachment -1).
 - A. The Superintendent and his/her designee must authorize all school department forms. Travel requests submitted by the Superintendent must be co-signed by the Director of Administration and Finance of the School Department.
 - B. The Assistant Superintendent for Curriculum and Instruction and the Director of Administration and Finance, must authorize all other department, agency, and commission Travel Approval forms. These must be submitted to Director of Curriculum and Instruction at least (10) working days prior to the actual departure.
 - C. All authorized Conference Travel Request forms are to be submitted to the Business Office at least five (5) working days prior to the actual departure. Only those forms with original signatures will be accepted. School Department Conference Travel Request forms will be kept on file in the Business Office. Copies of the signed Conference Travel Request form will be submitted with the payment voucher.

Note: Any travel arrangements committed to without prior approval may result in denial of reimbursement. The requirement of prior approval of travel requests may be waived in cases where it can be demonstrated that it was impossible or impractical to obtain such approval.

2. Direct payment for certain expenses may be secured prior to departure. These are limited to: (1) commercial carrier tickets (airlines, trains, and buses) (2) hotel charges and (3) conference fees. To secure payment, the traveler must submit the following forms and documentation:
 - A. Payment confirmation/invoice
 - B. A copy of the approved "Request for Travel Approval" form.

- C. The original confirmation of the ticket issue, hotel and/or conference registration.
- 3. In order to secure reimbursement of travel expenses, the traveler must submit the following School Department forms and documentation:
 - A. An original copy of the invoice issued by the vendor to be payable to the traveler.
 - B. A School Department Conference Travel Reimbursement Voucher. The traveler and approving Administrator must sign the voucher. (Attachment-2). Conference Travel Reimbursement
 - C. A copy of the authorized "Conference Travel Request" form.
 - D. Except where noted, original receipts are required to support all expenses.
- 4. The following travel expenses are allowable when properly authorized and documented.
 - A. Economy class commercial carrier charges (airlines, trains, buses). The maximum reimbursement will be limited to the lowest commercial carrier fare to the destination. The maximum limitation does not apply for in-state travel. Any upgrades to the standard fees will not be reimbursed
 - B. Hotel charges, luxury hotel accommodations will only be approved when basic accommodations are (1) unavailable (2) too distant from the event or (3) if the event is being held at a specific hotel.
 - C. Meals will be reimbursed that are supported by original receipts for a maximum of \$40 per day. Consideration will be made for geographic areas that experience higher cost of living.
 - D. Local transportation charges. Original receipts must support charges claimed for taxis.
 - E. Travel by personal automobile will be reimbursed at the current rate set by the School Department.
 - F. Original receipts must support toll and parking charges.
 - G. Conference registration fees. A copy of the conference registration or application must be supplied.
 - H. Original receipts must support telephone charges necessary to conduct School Department business.

5. Travel by School Department Contractors/Vendors: Some contracts and/or service agreements may require the vendor to travel on behalf of a School Department. The terms and conditions of the travel requirements must be set forth in the contract and/or service agreement and must be consistent with the School Department's procedures as the situation warrants.
6. Conflicting Obligations: It is generally impermissible, without the prior review and approval of the School Department, to engage in travel sponsored by a third party. Generally, expenses associated with employee travel are to be paid for by the School Department.
7. Frequent Flyer Miles: Employees are prohibited from accruing airline promotional awards, frequent flyer points or frequent flyer bonus points earned on official School Department business for their personal use. Frequent flyer points, coupons or promotional awards must be used for future School Department travel by the employee, or by other School Department employees when allowed under the terms of the program.
8. All requests for reimbursement and direct payment of expenses are subject to pre-audit by the School Department for reasonableness, supporting documentation, and incurred costs. The requests are also subject to post-audit by the School Department's internal procedures and external auditors.
9. Reimbursement for use of private cars: Travel by personal automobile at the current reimbursement rate set by the School Department. The traveler must submit the following School Department forms and documentation;
 - A. An approved travel conference request form.
 - B. A School Department Travel Expense voucher. (Attachment – 2)
The voucher is to be signed by the traveler under the penalties of perjury and certified by the Director of Administration and Finance.
 - C. Original receipts are required to support toll and parking charges.

Note: These procedures and all related forms can be found on the School Department's website for the Auditing Department www.barringtonschools.org.