

PROFESSIONAL STAFF VISITATIONS AND CONFERENCES

A traveler on official school business will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. **Excessive costs will not be considered prudent and will not be reimbursed with District resources.** Receipts are required for reimbursement.

The following regulations relate to travel and other types of reimbursable expenses:

1. Travel Requests: The Travel Authorization Request, GCLA-E, must be submitted through the appropriate administrator(s) to the Superintendent, fifteen (15) days in advance. An estimate of all expense reimbursement expenditures, must receive prior approval.
2. Transportation: All modes of transportation will be authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel will be by the most direct route.
 - A. Automobile – Mileage claims for use of private vehicles on school department business will be submitted on an actual mileage basis. Mileage payment is made at the rate established by the IRS. Parking charges in reasonable amounts, as well as toll roads, toll bridges, and ferry charges are reimbursable. When appropriate, if two or more employees of the District attend the same event, they will be expected to carpool.
 - B. Public Conveyance – Round-trip tickets should be purchased if these offer a price advantage. Airfare rates should be purchased at the most advantageous rates available to the District. Upon travel completion, the ticket receipt must be submitted to the Treasurer's office.
 - C. Local Transportation – Local transportation such as taxicabs, airport limousines, and buses may be used when justified.
 - D. Car Rentals – Rental cars must receive prior approval from the Superintendent of Schools.
3. Subsistence:
 - A. Lodging – Any person on official district business who must provide lodging for himself/herself in connection with that business will be reimbursed for the cost of a single room with a maximum of \$140.00 per day. When appropriate, if two or more employees of the district attend the same event, they will be expected to share lodging accommodations. The superintendent must preapprove any exceptions to the lodging. Hotel accommodations that are required to be processed through the conference sponsor or sponsor designee will be made in accordance with the sponsor's requirements. We do not reimburse for state sales tax as we are exempt. Please see that you take an exemption certificate with you or mail in advance. Occupancy/bed tax and city tax are reimbursable.

If the hotel accommodations are to be paid by the District directly to the hotel, a requisition must be completed and a purchase order obtained in accordance with Board Policy DJF.

- B. Out-of-Pocket Expenses – Any phone calls, postage, etc., in conjunction with official district business will be reimbursed.
- C. Registration Fees – Conference/convention/workshop/seminar registration fees are reimbursable as an expense on the travel expense voucher. If the registration fees are to be paid by the District directly to the sponsoring organization, a requisition must be completed and a purchase order obtained in accordance with Board Policy DJF.
- D. Not Reimbursed – The following are not reimbursed by the Adams County/Ohio Valley School District:
 - 1) alcohol
 - 2) entertainment
 - 3) personal effects, phone calls, etc.
 - 4) tobacco products
 - 5) state sales tax on lodging

4. Meal Allowance:

- A. An employee or Board Member on approved travel for official District business will be reimbursed for meals not to exceed \$35.00 per day. Original itemized receipts and registration/agenda are required for reimbursement. If meals are included in the registration fee and the employee chooses to eat out instead, we will not reimburse for those meals. State sales tax is reimbursed on meals as restaurants will not deduct unless you are using an official “AC/OV” credit card. Gratuities may be reimbursed but may not exceed 15% of the actual meal cost. The meal including gratuity shall not exceed the maximum meal rate. The maximum reimbursement rate may be allocated for meals as the employee chooses but the reimbursement must be supported by the original itemized receipts. If the employee is attending an event/conference where a meal is provided, the meal allocation shall be deducted from the meal allotment for that day.
- B. Travel Times for Meal Allocation:
 - Breakfast - \$8.00 – if traveling between 12:01 a.m. and 8:00 a.m.
 - Lunch - \$10.00 – if traveling between 8:01 a.m. and 6:00 p.m.
 - Supper - \$17.00 – if traveling between 6:01 p.m. and 12:00 a.m.
- C. Luncheon or Dinner Meetings – Reimbursement may be claimed for costs incurred while on official business conducted at luncheon or dinner meetings.

All travel expenses will be paid to employees or board members after travel has been completed and the necessary paperwork has been submitted to the Treasurer’s office.

Revised & Adopted: 2/28/05
Revised & Adopted: 4/26/01
Revised & Adopted: 4/27/00
Revised & Adopted: 12/15/94

TRAVEL AUTHORIZATION REQUEST

This form must be turned into the Principal and Superintendent for approval in advance of any out-of-district travel, even if no funds are to be expended.

NAME _____ SCHOOL _____

DATE: _____ GRADE: _____ DEPARTMENT: _____

Group sponsoring professional meeting: _____

Type of meeting or purpose of travel: (Convention, workshop, orientation, observation): _____

Dates (including travel dates): _____ Location: _____

Reimbursement desired for following expenses: Estimated Expenses

Transportation by Plane: _____ Auto: _____ Miles: _____

Parking, lodging, number of nights: _____

Registration fees: _____

Meals: _____ Number of days: _____

Other: _____

Substitute teacher(s) needed: _____ Date(s): _____

Remarks: _____

_____ Number of days previously granted for travel/professional leave for present school year.

_____ Total amount of expenses previously approved for travel/professional leave for present school year.

Signature: _____ Total: _____

- Priorities: (Circle one)
- I. Student Conference
 - II. State or Federal Requested
 - III. A. IPDP
 - IV. School Improvement Plan
 - V. District CIP

List Related Goal(s): _____

Plan for Implementation/Sharing with colleagues: _____

Principal (required) Curriculum or Subject Area _____

Supervisor (when appropriate): _____ Date _____

Superintendent: _____ Date _____

(Estimated expenses should be listed in advance, before approval. If approved, it will be returned to sender. Actual expense form should be attached with receipts, and returned to the Treasurer's Office with response form.)

Charge to:	Fnd	Func	Obj	Spcc	Subject	Opu	Il	Job	<u>Total Amount Paid</u>
	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____

ADAMS CO./OHIO VALLEY SCHOOL DISTRICT
141 Lloyd Road
West Union, Ohio 45693
TELEPHONE: 937-544-5586
FAX: 937-544-3720

TRAVEL AUTHORIZATION RESPONSE
(Out of District)

Name _____ School _____

Date _____ Grade _____ Department _____

Type of meeting or purpose of travel:
(Convention, workshop, orientation, observation)

Dates (including travel dates): _____ Location: _____

I. Highlights of the Program:

II. This experience will help meet the personal, building, or district goal(s) identified on the Travel Authorization Request form in the following way(s):

III. This information will be shared with colleagues in the following way(s):

This information must be returned to the Superintendent with your request for reimbursement of expenses, with receipts for actual expenditures attached to a copy of the original travel request, which was authorized in advance of travel.

GIVE ORIGINAL TO YOUR IMMEDIATE SUPERVISOR THE LAST WORKING DAY OF EACH MONTH.

Adams County/Ohio Valley School District