

**INSTRUCTIONS FOR COMPLETING THE TRAVEL APPROVAL FORM**

You must fill out the complete form and submit to your supervisor for approval. Out of state travel requires Board approval.

- PO# is to be used by the Purchasing Dept. - DO NOT FILL IN
- NAME: Print your full name
- TITLE: Print your full job title
- DATE SUBMITTED: Enter the date the form is prepared
- WORK SITE: Indicate the name of the school or department where you work
- DESTINATION: Indicate location (City) where business will be conducted
- EMPLOYEE PHONE NO: Enter your work phone number
- TRAVEL DATES: Enter the dates that you will be traveling or attending conference
- SUB REQUIRED: Enter Yes or No for any substitute that may be required in your absence
- ESTIMATED COST OF SUBSTITUTE: Enter estimated costs as applicable
- PURPOSE OF TRIP: Select the most appropriate item (Training, Conference, Meeting)
- NO. OF WORK DAYS ABSENT: Indicate the total number of work days to be missed

Provide all estimated costs in the fields provided. ( *\*DENOTES A DISTRICT PAID EXPENSE BY WAY OF A PO OR WARRANT* )

Exceptions may be considered due to time constraint or other restrictions

Reimbursement for actual expenses will be filled out on Expense Reimbursement Claim Form and submitted separately to Accounting to process.

This form must be completed and submitted at least **30 days in advance** in order to provide sufficient time for processing.

For District Paid Expenses - Submit this approved form along with purchase requisition requesting the payment for Registration, Airfare and Hotel/Lodging expenses. Submit to **PURCHASING DEPT.** Scan and attach to electronic requisition if processing online.

REGISTRATION FEE (Conference, Workshop or Training Fees)

Complete and submit form prior to the REGISTRATION DEADLINE DATE

**AIRFARE**

- Air travel MUST be booked with Albany Travel. Any exceptions must be approved by Purchasing Supervisor.
- Contact Ellen at Albany Travels at (800) 903-4723 to generate travel itinerary.
- Albany Travel will send itinerary to traveler and a copy to Purchasing Supervisor for approval.
- Once Purchasing Supervisor has received traveler's approved travel form, itinerary will be approved for payment.

**LODGING**

- Allowable hotel rates will be at single room rate from \$100-\$200 per night before tax.
- Special conference lodging rates will be allowed only with supporting documents.
- Preapproval from Director of Fiscal Services or Purchasing Mgr. required for any non-conference rates over \$200 per night.
- Make reservations in advance with hotel and provide confirmation info to Purchasing.
- Airbnb - reimburseable if amount preapproved. District cannot reserve or prepay this vendor
- Where an office building or similar definite place constitutes the employee's headquarters, no per diem expenses shall be allowed at any location within 50 miles of said headquarters as determined by the normal commute distance.

**MEALS**

- Daily meal reimbursement is based on actual expenses for the following: **Breakfast \$8, Lunch \$12, Dinner \$25**
- Do not include any meals provided with conference.
- Alcoholic beverages (wine, liquor) CANNOT be reimbursed.

**CAR RENTAL**

- Car rental will be approved for intermediate, standard or full size vehicle depending on traveler's requirements.

**PARKING/TOLL**

- Allowable expenses – UBER (at reasonable rate), taxi, train, bus fare, parking fees and bridge tolls

**MILEAGE**

- Mileage will be paid at the prevailing Internal Revenue Service rate per mile.

**OTHER**

- Please justify how this is for educational purposes

Obtain all required approvals and provide appropriate account code(s) for this request in the fields provided.