

TRAVEL PROCEDURES

DESERT SANDS UNIFIED SCHOOL DISTRICT FISCAL SERVICES



REQUEST TO ATTEND CONFERENCE Form (10)-227

Use to attend a conference, workshop, seminar or other staff-development.

CONFERENCE REQUEST

An approved Request to Attend Conference Form (10)-227 should be submitted for each employee to Fiscal Services **15 BUSINESS DAYS IN ADVANCE AND 30 DAYS IN ADVANCE FOR CABINET APPROVAL** of attending conference to allow processing time. (Paperwork submitted after 15 days may be subject to delays.)



BACKUP

Attach **backup** consisting of a brochure, flyer, confirmation letter, or some type of communication which includes date, location, cost, itinerary, vendor name, address, phone number and contact person.

PAYEE INFORMATION

Complete **Payee information** on Conference Request Form. An envelope should be provided & addressed for direct mailing.

SIGNATURES

Proper signatures are needed for processing. Signatures include: Immediate Supervisor, Categorical Projects and Assistant Superintendent.

OUT OF STATE

Administrative Cabinet **MUST APPROVE** all out-of-state conferences.

AIRFARE

Airfare requests need to be processed through Galaxy.



HOTEL

If a hotel deposit is being requested; fill in the amount needed, which should be all days needed, plus room tax and to whom the check should be payable.



Include a copy of the hotel confirmation and/or information used which reflects the calculated amount.

CONFERENCE EXPENSE REIMBURSEMENT

CONFERENCE EXPENSE CLAIM

Complete the bottom portion of the conference request form for **each** employee and return to Fiscal Services **IMMEDIATELY AFTER TRAVEL IS COMPLETE** (no later than 30 days or subject to denial).

AFTER THE CONFERENCE

Hotel folio (receipts) for lodging **MUST** be returned with the Conference Expense Reimbursement Claim Form to Fiscal Services before **any** expenses can be reimbursed.



BAGGAGE

Baggage fees will be reimbursed for (1) one bag per employee based on round trip airfare.

DAILY MEAL ALLOWANCE

Total amount of **\$64.00** allowed per day.



Breakfast at \$14.00: reimbursed if departure is before 7:00 a.m.

Lunch at \$20.00: reimbursed if ending time and distance traveled will not allow return prior to 1:00 p.m.

Dinner at \$30.00: reimbursed if the ending time and distance traveled will not allow return prior to 6:00 p.m.

MEALS

Effective January 16, 2018 you will no longer need to submit an itemized receipt for meals. Employees needing receipts for tax purposes are responsible for their own meal receipts.

If conference registration includes meal(s), an attendee will not be eligible to claim reimbursement for that meal.



TRANSPORTATION

Transportation using rideshare services or taxis from airport to hotel and/or hotel to conference shall be reimbursed. Reimbursement will be calculated using actual fare. No additional fees or tips will be reimbursed.

PERSONAL ITEMS

Personal items, personal phone calls, snacks, movies, and alcoholic beverages (EC32435) are NOT reimbursed. Tips for maid service, hotel room service and/or room delivery, bellmen, and valet parking are NOT reimbursed.



If internet access is required for business purposes, please attach an authorization letter from your principal or supervisor.



MILEAGE

Mileage reimbursement is calculated based on mileage between worksite to the point of destination and back or from an alternative employee location, whichever is most economical, at the current IRS rate (visit the Fiscal Services "Important Information" webpage and click on the Fast Facts Sheet).

When coach airfare is more economical, reimbursement will be made only for the most economical method of travel.

AUTHORIZATION

Expense reimbursement claims **WILL NOT** be honored for trips made without prior authorization on the Request to Attend Conference Form.

EXPENSE REIMBURSEMENT

Conference Requests **MUST BE APPROVED PRIOR** to Fiscal Services issuing payment.

Please allow **AT LEAST 15 BUSINESS DAYS** to process a payment. Follow listed procedures to eliminate unnecessary delays!

Attach & tape **all receipts** to a separate sheet of paper.

Get ***appropriate approval(s)***.

TIPS TO EXPEDITE PAYMENT



- Note *pre-registration deadline*
- List *program charge/account code*
- Provide *confirmation number* for hotel check
- Get *appropriate approval(s)*
- Categorical funding *must be approved by an Authorized Administrator*
- Indicate if check is to be *Mailed or returned to site/ department and attach addressed envelope(s)*

For more information refer to:
TRAVEL EXPENSES BP/AR 3350



**HAVE A SAFE
TRIP!**