

**Career & Technical Education
Guidelines for CTE Travel
2018-2019**

All CTE travel requests must have the approval of the school administration/CTE administrator, CTE central office, and if applicable, Director of Schools and School Board. Travel requests must be submitted in advance:

Out of state and/or overnight deadline: 30 days in advance
All other travel deadline: 14 days in advance

For CTE Trips That Require a School Bus

- Complete the **Activity Trip Request Form – Request for School Bus**.
- Complete the **CTE Travel Funding Request (if applicable)**.
- If traveling out of state, attach an **Out of State Travel form**. Include your name on form.
- Give completed form(s) to your CTE Principal for approval.
- Give bus request form to the designated person at your school to request the bus online.
- The CTE Bookkeeper or CTE Principal will send a copy of this form to the District CTE Office.
- Keep a copy to attach to the travel claim for expenses.
- The district will forward a copy of all out of state forms to the Risk Manager.
- For trips requiring district approval, the request will be placed on the Board of Education agenda for approval.
- When approved, a copy will be emailed to your CTE Principal.

Rental Vans: Cost for Rental Vans Will Not Be Reimbursed

- Federal law states that 12 and/or 15 passenger vans are not appropriate for student transportation due to safety reasons. The County insurance **will not** cover these vans for student transportation. This applies to all 12 or 15 passenger vans whether they are owned or rented. The vans can, however, be used for other purposes as long as it does not apply to student transportation.
- When traveling to conferences and competitions, regular 6 to 8 passenger mini vans can be used to transport students as long as the driver has insurance on the vehicle and accepts the responsibility of transporting the students. The school system does not provide insurance for any type of van used for student transportation. **Van rentals will not be funded nor reimbursed.**

For All Other CTE Trips (no school bus needed)

- Complete the **Activity Trip Request Form – No School Bus Needed**.
- Complete the **Travel Funding Request (if applicable)**
- If traveling out of state, attach an **Out of State Travel form**. Include your name on the travel form.
- Give your completed form(s) to your CTE Principal for approval.
- Send form(s) by courier or hand-deliver to the District CTE Office for approval.
- The district will forward a copy of all out of state forms to the Risk Manager.
- For trips requiring district approval, the request will be placed on the Board of Education agenda for approval.
- When approved, a copy will be emailed to your CTE Principal.

Travel Funding Request Form

Must have for any trip requesting travel funds. Submit Request for Travel Funding form with trip request.

Must be approved by CTE Principal. Listed below are the items you will need to include:

- Registration fees for teacher and/or chaperones
- Hotel reservation/room cost for the teachers and/or chaperones
- Airline ticket cost for the teachers and/or chaperones
- No car rental or van rentals
- No charter bus expenses

Guidelines for Teacher Travel Expenses

The school should pay the following costs. The school will be reimbursed using a Disbursement Request form (after approval and only for approved items):

Airfare: Receipt needed
Registration: Receipt needed
Lodging: Receipt needed with zero balance and no sales tax
Van rentals will not be funded nor reimbursed.

Use a Disbursement Request form for reimbursements to be made to the school.

Include a copy of your school PO and the school's check stub verifying payment was sent by your school.

Reimbursement expenses will be made to the teacher after the trip for allowable:

Meals: Overnight travel only per guidelines below
Mileage: When allowable—personal vehicles only
Airport shuttle/taxi: Receipts required
Parking fees: Receipts required **(valet parking not reimbursed—only self-parking rate with receipt)**

Save original receipts, sign receipts, keep copy of proof of payment for registration. Hotel receipts must be submitted with zero balances. If paid through a travel agency, a receipt from the agency showing paid in full must be provided.

Remember: All charges must be tax exempt. We currently have tax exempt certificates in Tennessee, Kentucky, Illinois, and Florida. Copies of these forms can be obtained from the District CTE Office. We will pay the occupancy tax.

CTE Travel for Students: No student travel will be reimbursed.

Travel & Expense Reimbursement Claims

Within three days after the trip:

Complete the Travel & Expense Reimbursement Claim for your meals and/or mileage, taxi/shuttle. Have your CTE Principal approve this and send the form to the District CTE office for approval and payment. Please follow the steps outlined below when completing this form. **Remember to complete individual forms for each teacher.**

- Provide the date, the event you attended or the purpose of your travel, and the location (city) of the event on all claims. Be specific.
- Provide the date and time of departure and the date and time you returned to your school on all overnight claims.
- Provide a copy of the conference program/agenda.

- Meals will only be reimbursed for overnight travel. Example: If you attend a day-long workshop but return home in the evening, you will not be reimbursed for your meals. Listed below are the per diem amounts:

<u>Time/Day of Departure</u>	<u>Amount</u>	<u>Time/Day of Return</u>	<u>Amount</u>
Before 6 a.m.	\$30	After 8 a.m.	Breakfast \$7
After 6 a.m.	Lunch \$8, Dinner \$15	After 12 Noon	Breakfast \$7, Lunch \$8
After 12 Noon	Dinner \$15	After 6 p.m.	\$30

Write-in the per diem meal amount for each meal by day in the spaces provided and the total will be calculated automatically. No receipts are required for meals.

Teacher Entertainment

Financial policy does not allow us to pay for “teacher entertainment” (such as attending baseball games and Disneyland) even though you may be accompanying students to a conference. These are usually offered as registration options in areas where such amusements are available. You may opt out of entertainment if you do not want to pay for the ticket.

Chaperones: Must be district employees (exceptions must be approved by CTE Coordinator).

Travel Expense Report: Additional Information

- Include a copy of the conference program or agenda. Give this to your CTE Bookkeeper or CTE Principal for your Expense Report documentation. Keep a copy for your records.
- If you traveled by public transportation (plane, train, bus, etc.), you must provide a receipt showing the cost for your travel and your itinerary or boarding pass for that trip.
- If you traveled by private transportation (your automobile) you may claim actual mileage for the miles traveled. Mileage claims should be recorded from the teacher’s school location to the conference. A copy of your mileage calculation by Google Maps (destination to destination) should be provided with your travel claim. **Do not round off mileage—use the exact mileage on Google Maps documentation.** The mileage rate is currently 50 cents per mile.
- Meals will only be reimbursed for overnight travel after you return from your trip. If you attend a day-long workshop but return home in the evening, you will not be reimbursed for meals.
- If your travel was arranged through a travel agent who handled transportation, lodging, registration and any other expenses, you must provide a copy of all the documentation sent to him/her. A receipt from the travel agency with items and amount paid must be provided.
- To reimburse the school, **include the school’s check stub verifying payment was sent by your school.**
- Provide documentation that you are staying at a conference hotel, or stay at a hotel within the daily rate found at gsa.gov.
- A hotel receipt with zero balance, no sales tax is REQUIRED for all lodging expenses. A travel agency receipt for lodging with your name may be accepted. The receipt must show the individual room rate and the number of nights stayed. Your name will need to be listed on the hotel summary sheet. We realize that if you are staying as a member of a group it may be difficult to get a receipt showing your room separately. You may have to ask the hotel for your check out summary in which case you would have a zero balance. If you shared a room with another district employee, you will need to identify that person and provide the divided expense of the room that each of you incurred. If for some reason you receive a credit balance on your hotel receipt and the check is to be reimbursed to the school, we will need a copy of the receipt showing the school received the refund and made the deposit into your account before we can reimburse the school.
- Keep a copy of all documentation.
- All CTE travel must be sent to your CTE Bookkeeper or CTE Principal **within three days of return.** Then it will be forwarded to the District CTE Department for processing.

Travel Cancellations:

Please contact the District CTE Department immediately if your approved trip is cancelled.