

Authorization for Out-of-District Travel

REQUEST MUST BE SUBMITTED TEN (10) DAYS PRIOR TO ACTIVITY

SIMPSON COUNTY BOARD OF EDUCATION

Name _____ Charged to-Program/Code _____
(ONLY ONE NAME PER REQUEST) (THE PROGRAM/CODE MUST BE COMPLETED BEFORE APPROVAL IS GIVEN)

Position _____ School/Dept. _____ Date _____

Workshop/Conference Meeting _____

Date(s): _____ Specific Location: _____ City/State _____

Brief description of activities: _____

Activity is (check one):

_____ consistent with Consolidated Plan, _____ consistent with my Professional Growth Plan,

_____ an awareness level activity, _____ other (explain below):

Other (explanation): _____

ESTIMATED EXPENSES:	TRAVEL REGULATION ON BACK OF FORM	AMOUNT
Registration (@ member cost ONLY)		\$ _____
Lodging _____ night(s) at \$ _____ per night		\$ _____
# of meals (reimbursed only with overnight stay) _____	Breakfasts	\$ _____
	Lunches	
	Dinners	
Travel _____ miles (total) at 41¢ per mile		\$ _____
Other (parking, cab fare, airfare, etc.): _____		\$ _____
Substitute _____ day(s) at \$84 per day (estimated)		\$ _____
TOTAL ESTIMATED EXPENSES		\$ _____

Signatures:

Central Office Use:

Employee Date _____

Approved

Not Approved... Reason

Principal/Immediate Supervisor Date _____

Project Administrator Date _____

Superintendent

Total number of previously approved days out of District for current school year _____

Date: _____

(This must be completed before obtaining Superintendent's approval of request.)

Authorization for Out-of-District Travel**TRAVEL REGULATION**

Out-of-District travel should be requested in advance on proper forms. Failure to do so will result in denial of reimbursement. When out-of-pocket expenses are incurred, reimbursement can be received within two (2) weeks or less if proper forms are used. The reimbursement form and receipts must be turned in to the District office within thirty (30) days of travel to be reimbursed. Travel expenses incurred during the month of June must be received by July 7. This applies to both in District and out of District travel. Reimbursement should be filed on Form FS-T2.

Local or State Travel

1. *\$40.00/day meal allowance on overnight trips where two (2) or more meals are required (up to an additional 15% for tip or gratuity if automatically charged) employee only
2. 41 cents (.41) /mile for travel
3. Itemized receipt for expenses over \$3.00
4. Allowance for one (1) phone call home per day on overnight trips up to a maximum of \$5.00/day.

(Due to IRS requirements, there will be NO meal reimbursement on one (1)-day trips.)

National/Out-of-State Travel

1. *\$45.00/day (up to an additional 15% for tip or gratuity if automatically charged) employee only; maximum allowable expenditure \$60.00/day for high rate areas with prior approval by the Superintendent
2. Itemized receipt for expenses over \$3.00
3. All other local/state travel regulations apply
4. Allowance for one (1) phone call home per day on overnight trips up to a maximum of \$5.00/day.

***An exemption can be made from this amount if a banquet meal is part of registration.
In all transactions on behalf of the Board, conservatism should be the practice.**

NOTE: The Simpson County Board of Education will not be responsible to reimburse for the following:

1. Alcoholic beverages
2. Pay TV/Movies