

TRAVEL REQUEST/REPORT PROCEDURES & GUIDELINES

Prior to a staff member attending an out-of-town conference, meeting, or other job-related activity that is not part of the ordinary travel necessary to perform a job, a staff member must submit *The Troy City Schools Travel Request/Report* to his/her immediate supervisor for approval. This form, which is a duplicate, carbonless form, must contain the estimated expenses that will result from the travel.

The staff member will complete the report in the following manner:

A. PREPARING A TRAVEL REQUEST FORM

This form is set up as a four-step process:

Step 1 - The staff member enters his/her name and information about the seminar/conference and estimates the expenses of the seminar/conference.

The staff member can choose to prepare a separate purchase order for registration fees and/or lodging, (see B. Seminar Registration/Hotel Reservation below) or he/she can pay these fees personally and be reimbursed. Please fill out the appropriate sections for your choice. **The staff member must understand that no reimbursement will occur without the original itemized receipts.**

Step 2 - The staff member must submit the report to his/her building principal or immediate supervisor to get his/her approval and signature. The building principal or immediate supervisor then forwards the report to the Superintendent for his/her approval.

Please note: This Travel Request Form is a purchase order. Upon completion of Steps 1 and 2, the two-part form is routed to the Treasurer's Office for the Treasurer's signature and encumbrance.

Upon completion of this step (2), the white copy of the travel request will then be returned to the staff member requesting to travel and the yellow copy will be kept by the Treasurer's Office. This form serves as the staff member's approval to travel and the authorization to reimburse him/her for expenses incurred.

Step 3 - Once the travel has been completed, an "Expenses" column is provided on the travel form for the staff member to report actual expenses incurred (right side column). The staff member must attach original itemized receipts to the travel form to support expenses being claimed for reimbursement and must initial on the line beside his/her signature. **We cannot reimburse any expenses without the original itemized receipts.**

Note: Meal receipts require the actual breakdown of what was consumed – not just the charge receipt. By law we cannot reimburse for any alcohol and this is the only way we can prove that we are not.

Step 4 - The completed travel form is routed to the building principal or immediate supervisor and then to the Superintendent for their approval, shown by their initials entered on the form. This serves as authorization for the Treasurer's office to issue a check reimbursing the staff member for the expense incurred.

B. SEMINAR REGISTRATION/ HOTEL RESERVATION

All hotel reservations should be processed thru Troy City Schools because the school district is tax exempt. If the staff member personally pays for the hotel, we will not be able to take advantage of our tax exempt status and therefore the staff member can not be reimbursed for the tax portion of their receipt.

If the seminar requires a registration and/or an overnight stay (Hotel Reservation) and the staff member is not paying these fees personally, he/she must:

- ◆ Prepare a purchase order to the seminar and/or hotel and process the purchase order in the standard manner.
 - If the staff member needs to place a reservation for a hotel he/she may go ahead and make the reservation holding the room with their personal credit card. The staff member should let the vendor know at this time that he/she is traveling as a Troy City Schools staff member and the school district is a tax exempt organization. The staff member should ask them to fax or email a confirmation to attach to the purchase order or include the confirmation number on the purchase order. The purchase order should include the date(s) of stay and room rate and must be dated on or before the date the confirmation was placed. The Treasurer's Office will send the appropriate tax exemption forms along with a Troy City School's check made out to the hotel to the staff member to present at the time of check in so that the charges will never be applied to the staff member's personal credit card.
- ◆ If a registration form must accompany the purchase order, then two (2) copies of the registration must be attached.
- ◆ Once the building principal or immediate supervisor signs the purchase order it is sent to the Business Manager and Treasurer for processing/encumbering.
- ◆ It will then either be mailed along with one copy of the registration form to the conference/seminar address provided on the purchase order or returned to the staff member (if requested) so he/she can register as required.

Please note: **NO** registration/reservation is approved until the district's treasurer has signed a purchase order. If a registration/reservation commitment is made prior to having an approved purchase order, the staff member may be personally responsible for the cost of the seminar/hotel.