

PETERSBURG CITY PUBLIC SCHOOLS
FINANCE POLICY AND PROCEDURES

Department: Business and Finance
Subject: Travel Policy and Procedures

Supersedes: N/A
Date Issued: August 1, 2014

The purpose of this document is to establish a policy and procedure for District related travel.

This policy applies to all public bodies of Petersburg City Public Schools (PCPS), which are funded in whole or in part by the Commonwealth of Virginia, Federal Government, City of Petersburg and Petersburg Public Schools.

The primary benefit is to attend professional development courses and activities to improve work skills, maintain professional licenses, certificates, accreditations and adhere to federal, state and local laws and procedures.

Compliance with this policy and procedures is necessary to ensure that spending of public funds is appropriate and documented to meet legal requirements and maintain public trust.

1.0 GENERAL OVERVIEW:

The Business Manager (or Finance Designee) is responsible for overseeing travel and travel related expenses for PCPS. All School employees are required to adhere to these policies and procedures as follows:

- 1.1 All travel and travel related requests shall be directly related to the staff member's assigned duties.
- 1.2 Direct travel related costs must have prior written approval by the Department Head before spending any funds. This includes: Registration, Airline tickets, Hotel accommodations, Car rental and Ground transportation.
- 1.3 The number of attendees at a given conference should be limited based on the expectation of those attending to freely share the information obtained with colleagues.
- 1.4 When applicable, travel requests should be incorporated into district grant applications so funding can be provided by state or federal grants.
- 1.5 Each staff member must complete a travel authorization form, reimbursement form, provide original copies of receipts, and adhere to policies and procedures within this document.
- 1.6 Failure to follow established guidelines and policies may result in either revocation of travel privileges or other disciplinary action.
- 1.7 Travel arrangements may be made on the open market through any creditable travel service provider such as: local travel agencies, the internet (Travelocity, Expedia, etc.) or directly with the transportation carrier and/or lodging provider.
- 1.8 All arrangements should be made in the most inexpensive manner feasible. This includes, "early bird" registration, airfare 30 days or more in advance, lodging, transportation to and from the conference, etc.
- 1.9 Travel scheduled but not attended by June 30 will be charged to the next fiscal year when paid. (However funds should be encumbered in the current period if available)
- 1.10 Travel paid for and not attended will be addressed by the Superintendent or designee. Finance should be notified immediately and all efforts shall be made to obtain refunds or credit vouchers by the employee.

2.0 TRAVEL REQUESTS:

Employees shall:

- a) Allow sufficient turnaround time for the district to arrange and pay for travel plans. Notice should be provided no less than 30 days in advance for out of state travel.

- b) Request for payment of registration should be made no less than 10 business days prior to the need date. Effort should be made to meet early registration deadlines.
- c) A **Travel Authorization Form must** be approved for all travel outside of the district. Out-of-district travel is defined as travel outside the Tri-City and Richmond Areas.
- d) A Travel Authorization Form is not required for mileage for regional meetings i.e. Sussex, and Dinwiddie Counties. It shall include: the name; date; purpose and location of the conference/meeting; estimated travel costs, including airfare, car rental, hotel, registration, conference fees, and per diem must be specified.
- e) The Travel Authorization Form must be approved **prior** to the trip. A copy of the conference itinerary must be included
- f) Employees are responsible for researching the best pricing for hotels, airfare and miscellaneous travel expenses.
- g) Cash Travel Advances **are not allowed** for any fees unless approved by the Superintendent or designee.
- h) Once pricing is verified, requests for payments for airfare, car rental, hotel and registration fees **must** be received by Business and Finance with a minimum of 10 business days prior to the date needed.

NOTE: Fees may be paid via credit card once proper documentation has been received in Finance: Travel authorization, registration form, airfare and hotel information.

3.0 **TRAVEL REIMBURSEMENTS**

3.1 **Local Travel: (Within the School District or surrounding localities)**

- a) The employee must complete a **Mileage Reimbursement Form**.
- b) The form must be submitted on a monthly basis.
- c) Travel must be listed daily.
- d) Submit form to Business and Finance with proper signatures within 30 days.

3.2 **Out of State Travel (Non-Local):**

The employee must complete a **Travel Reimbursement Form** for all out of state travel. Original receipts must be provided for all costs in order to receive reimbursement. The employee must provide the following information:

1. Date and purpose of trip and location.
2. Transportation costs or mileage with documentation of miles driven.
3. Daily meal costs. Meal reimbursements are limited to the daily per diem rate, less meals included with registration.
4. A copy of the agenda for the conference.
5. Itemized hotel bill (obtain when checking out).
6. List of registration fees, tips, tolls, etc.
7. Approved Travel Authorization Request form.
8. ORIGINAL RECEIPTS ONLY. Receipts are required for all expenditures including meals. Must be an itemized copy and not a summarized total.
9. Signed copy submitted to Business and Finance with approval signatures.
10. **All Travel Reimbursement requests for Non-Local travel must be submitted within 10 business days after travel.**
11. **Travel Requests submitted more than 30 days after the date of travel will not be reimbursed.**

3.3 **Finance Department Personnel** shall:

- Review all charges and requests with the supporting documentation.
- Reconcile the reimbursement request to the receipts and supporting documentation received.
- Investigate and resolve any disputes/discrepancies immediately to avoid the assessment of late fees.
- Notify the Assistant Superintendent and the Superintendent if inappropriate travel/expenses or requests have been detected.

3.4 **Reimbursement Rates/Terms:**

Costs incurred for business related travel shall be reimbursed as follows:

MEALS

- a) There shall be an allowance for out-of-state travel only.
- b) Meals will be reimbursed at the lesser of actual costs incurred or \$50.
- c) The daily meal allowance is \$50 maximum. \$8 Breakfast, \$12 Lunch and \$30 Dinner or actual receipts, whichever is the less. These amounts include TIPS.
- d) Meals provided as part of the conference will be excluded from the daily allowance.
- e) Departure from home or normal work location before 8:00 a.m. – All meals are reimbursable.
Departure after 11:00 a.m. - 2 meals are reimbursable (lunch and dinner).
Departure after 2:00 p.m. – 1 meal is reimbursable (dinner).
- f) Return home/work after 5:00 p.m. – All 3 meals are reimbursable.
Return after 12:00 a.m. - 2 meals are reimbursable (lunch and dinner).
Return after 10:00 a.m. – 1 meal is reimbursable (breakfast).

TRANSPORTATION/MILEAGE

- g) Local travel shall be reimbursed for the difference between travel from home to work and the location of conference/meeting. If mileage is less than travel to work there will be no reimbursement.
- h) Travel within the school district shall be based on location to location. It shall not be based on round trip mileage from the School Board office or your work location.
- i) Requests must be submitted with documentation of actual mileage. (MapQuest or any validated source)
- j) Mileage shall be at the rate published by the Internal Revenue Service unless otherwise stated by the Superintendent.
- k) Tolls shall be reimbursed with actual receipt.
- l) Parking shall be reimbursed with actual receipt. If parking meter than signed statement will be acceptable in lieu of receipt, if not available.
- m) Shuttles, taxis, trains, etc. shall be reimbursed with actual receipts.

INCIDENTALS

- Tips for housekeeping, baggage handlers, etc. will be considered incidental and will be reimbursed a maximum rate of \$3 per day of travel.

3.5 **Non-Reimbursable Items:**

The following is a list of expenses that are **not** allowed and will not be reimbursed:

- a) Items/services that are not official Petersburg Public School's business.
- b) Alcoholic beverages of any kind.
- c) Rental of movies, gym fees, any additional hotel charges. These should be arranged for payment separately when checking out and not included on the final statement.
- d) The employee will be responsible for reimbursing the district any such charges that are paid by the district credit card that are not reimbursable in accordance with this policy.
- e) Personal vehicle charges such as gas.

Check with the Business Manager (or designee), if you have any questions about whether an anticipated expense is authorized under the PCPS travel policy.

3.6 **Documentation:**

Retain all documentation pertaining to purchases/payments (such as sales receipt). Submit only original documentation to Business Manager (or designee) as detailed in Section 3.2-8.

All charges on the Card require an original receipt from the vendor as support for the transaction. Receipts must include at a minimum:

- Vendor name
- Amount
- Date of transaction
- Description of the items purchased

Note: there should be no sales tax in most cases.

- a) Receipts that do not include this minimum information are not considered acceptable.
- b) **All food/restaurant purchases must have the itemized receipt not the summary copy.**
- c) When submitted, state the business purpose and list of attendees directly on the receipt or on separate paper attached to the receipt.

3.11 Dates and Deadlines

Finance must receive the supporting documentation (receipts, reimbursement forms, etc.) within thirty (30) business days of travel. This includes local and out of state.

If the information received is incomplete, the following will occur:

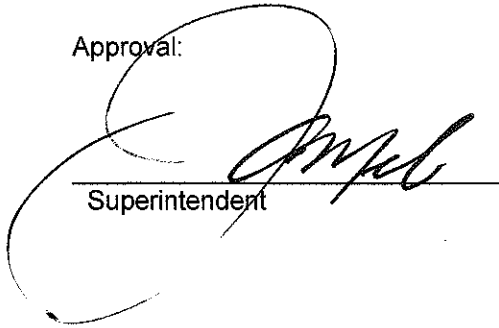
- Within 31 business days of travel, a notice will be sent to the requesting Department Head.
- Failure to submit proper documentation will result in forfeit of reimbursement and prohibition of future out of state travel. Only local travel will be permitted.
- All travel occurring prior to June 30 must be submitted prior to July 31 to be included in the year traveled. Requests received after that date may be denied.

3.15 Accounting:

Accurate accounting of the charges on the Card and the timely submission of receipts and supporting documentation to the Finance Department is critical to assuring costs are recorded in the correct budget line and fiscal period. Failure to follow the policy and procedures of this policy can result in:

- Fraud
- Interest Charges.
- A potential misstatement in the financial records during the fiscal period.
- Termination of privileges for travel.

Approval:



Superintendent



Date



PETERSBURG PUBLIC SCHOOLS
SAMPLE TRAVEL AUTHORIZATION FORM

TO: Dr. Benjamin Franks DATE: 7/25/2019

EMPLOYEE NAME: Carry Washing
POSITION: Second Grade Teacher
SCHOOL/OFFICE: Future Elementary
BUDGET CODE: 90-000008-65000-51800-88-88
Substitute Needed? Yes

Request is hereby made for approval of the following trip. Included are all details such as: convention, meeting, purpose, dates, estimated costs and any special considerations that need to be made.

TYPE OF TRIP Teacher Conference

PURPOSE OF TRIP: Conference

DESTINATION: Miami, Florida

DATE OF TRIP: September 1, 2019

RETURN DATE: September 5, 2019

TYPE OF TRANSPORTATION Airplane

ESTIMATED COSTS:

LODGING	<u>\$1,000</u>	
TRANSPORTATION	<u>\$500</u>	(NOT MILEAGE)
MEALS	<u>\$500</u>	
REGISTRATION	<u>\$150</u>	
Total Estimated Costs:	<u>\$2,150</u>	

APPROVED:

Principal/Supervisor Date Superintendent/Asst. Superintendent Date

ALL TRAVEL SHOULD BE APPROVED PRIOR TO MAKING TRAVEL ARRANGEMENTS

APPROVAL OF THE ABOVE REQUEST OBLIGATES THE APPLICANT(S) TO MAKE A REPORT IN HIS/HER BUILDING OR TO HIS/HER SUPERVISOR AND, IN WRITING, TO THE ASSISTANT SUPERINTENDENT OF INSTRUCTION.

Note: Only Electronically Generated Forms will be Accepted in Finance



SAMPLE TRAVEL REIMBURSEMENT FORM

EMPLOYEE NAME: Joe Smith
 TITLE: Director of Schools
 SCHOOL/OFFICE: School Board Office

I do solemnly swear that the above expense account is just, accurate and true, and is claimed for cash expended for the purpose named in this statement.

Signature _____ Date _____

INSTRUCTIONS/GUIDELINES: Petersburg Public Schools will reimburse based on adopted policy. There may be exceptions for the location of the travel. Attach ORIGINAL ITEMIZED receipts for registration, lodging, and travel fares REIMBURSEMENT WILL NOT BE MADE WITHOUT PROPER RECEIPTS. The actual amount may be included for tolls and registration fees, if paid by the applicant. Items of personal nature, such as long distance calls and dry cleaning, may NOT be declared. ATTACH THE ORIGINAL COPY OF THE APPROVED TRIP REQUEST ALONG WITH ALL RECEIPTS AND A COPY OF THE AGENDA TO THIS VOUCHER. COMPLETE THIS VOUCHER WITHIN 10 DAYS OF THE TRIP. Send to the Business and Finance Office.

DATE	Travel FROM	Travel TO	Purpose of Travel	No. of Miles Driven	Rate \$ 0.56	Other Expenses Per Day			
						Hotel	Meals	All Other	Total
7/5/2014	Home	Richmond Airport	VASBO Conference	15	\$ 8.40	\$ 250.00	\$ 45.32	\$ 2.75	\$ 298.07
7/6/2014						\$ 250.00	\$ 32.00		\$ 282.00
7/7/2014						\$ 250.00	\$ 58.00		\$ 308.00
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Total Reimbursement				15	\$ 8.40	\$ 760.00	\$ 135.32	\$ 2.75	\$ 888.07

FINANCE APPROVALS:

Supervisor/Department Head Approval:

 Signature Date

 Title

Signature Date

 Business Manager
 Title
 Signature Date

 Director of Business and Finance
 Title

Note: Only Electronically Generated Forms will be Accepted in Finance

