

# Intradistrict Communication

Date: March 17, 2022

To: All Administrators and Administrative Assistants

From: John Larsen, Business Administrator

Subject: **Employee Overnight Travel**

As a reminder, when employees travel to conferences or other events and it is **not** related to:

- a) student group travel arrangements, or
- b) an administrative travel stipend arrangement,

the following policies are to be followed (see the Financial Manual for more details):

- 1) The travel request is to be submitted at least 45 days in advance using the Skyward task process called "Travel Request" so the Travel Buyer has sufficient time to make all arrangements in a cost-effective manner and so the traveler can verify information before the travel occurs. The Travel Buyer makes the airline, hotel, and shuttle arrangements. The Travel Buyer may pay for the conference registration as requested. However, suggestions may be made in the notes of the travel request.
- 2) All costs associated with the travel are to be listed and preapproved.
- 3) Any documentation regarding the reason for the travel is to be attached to the travel request (e.g. conference advertisement, schedule, itinerary, etc.).
- 4) Regardless of how the travel is paid for, the travel must follow the same rules (e.g. grant / non-grant; department / school, etc.).
- 5) First class, business class, or upgradeable fares should not be requested to be booked or paid for by the District.
- 6) Lodging will be at the conference site or in a reasonably priced hotel within walking distance of the conference. A reasonably priced hotel is considered the average cost of hotels within the vicinity of the conference.
- 7) Employees do not earn overtime or trade time for attending or traveling to a conference.
- 8) Travel less than 50 miles from the employee's normal work assignment should not include hotel costs or per diem costs.
- 9) If an employee chooses to drive rather than fly to the conference, the employee will receive a mileage reimbursement equivalent to the lowest airfare available 21 days in advance or the regular mileage reimbursement, whichever is lower.
- 10) Rental cars are to be used only when other forms of transportation are either not available or those forms of transportation are more costly than a standard rental car with the hotel parking fees. Rental cars cannot be prepaid by the Travel Buyer. The traveler will need to pay for car rentals and be reimbursed if not on a P-Card.

- 11) Original receipts for airport parking fees, luggage fees, ground transportation (Uber, Lyft, cabs), or other costs must accompany the reimbursement request after the travel occurs. Any applicable per diem will be paid at the same time as these reimbursements. Costs not pre-approved for the travel are not reimbursed.
- 12) P-Card use is acceptable only for the following items when pre-approved:
  - a. Baggage fees
  - b. WIFI if not offered with the hotel
  - c. Transportation to/from the hotel/airport
  - d. Airport parking
  - e. Rental cars
  - f. Conference registration
- 13) For many personal reasons employees may want to pay for some additional travel costs that the District cannot pay for. For example, if the employee wishes to rent a car so they can tour the city, visit some sites, go out to eat at a distant establishment, etc. or if the employee wishes to extend the trip so they can see some sites, the employee should pay for these additional costs and report leave time as applicable.
- 14) The State Auditor has prohibited government entities from booking or paying for non-employees' travel even when there is a plan to reimburse the government entity.