



### AIRFARE

Airfare and hotel process in Informed K12 unless the Calcard is being used, then process through galaxy.



### HOTEL

If a hotel deposit is requested; fill in the amount for all days needed, plus room tax. Include a copy of the hotel confirmation and/or information used which reflects the calculated amount.

### CONFERENCE EXPENSE REIMBURSEMENT

#### CONFERENCE EXPENSE CLAIM

Complete the "actuals" column of the out of district travel form and send through post-travel approvals IMMEDIATELY AFTER TRAVEL IS COMPLETE (no later than 30 days or subject to denial).

#### AFTER THE CONFERENCE

Hotel folio (receipts) for lodging MUST be returned with the out of district travel form to Fiscal Services before any expenses can be reimbursed.



### BAGGAGE

Baggage fees will be reimbursed for (1) one bag per employee based on round trip airfare. Excess weight fees are not reimbursable.

## REQUEST TO ATTEND CONFERENCE

Informed K12 ODT  
Out of District Travel Form

Use to attend a conference, workshop, seminar or other staff development.

### CONFERENCE REQUEST

An approved travel request to attend a conference from Informed K12 ODT should be submitted for each employee to Fiscal Services **15 BUSINESS DAYS IN ADVANCE AND 30 DAYS IN ADVANCE FOR CABINET APPROVAL** prior to attending a conference. (Paperwork submitted after 15 days may be subject to delays.)



### BACKUP

Attach backup consisting of a brochure, flyer, confirmation letter, or some type of communication which includes date, location, cost, itinerary, vendor name, address, phone number and contact person. Final receipts for all travel related expenses are required for reimbursement, unless otherwise stated.

### PAYEE INFORMATION

Complete Payee Information on Conference Request Form.

### SIGNATURES

Proper signatures are needed for processing. Signatures include Immediate Supervisor, Ed Services and/or Cabinet as appropriate for type of travel and funding used.

### ODT FORM APPROVALS

Administrative Cabinet **MUST APPROVE** all out-of-state conferences.



## Travel Procedures





## DAILY MEAL ALLOWANCE

Total amount of **\$85.00** allowed per day, inclusive of tips.

**Breakfast at \$20.00:** reimbursed if departure is before 7:00 a.m.

**Lunch at \$25.00:** reimbursed if ending time and distance traveled will not allow return prior to 1:00 p.m.

**Dinner at \$40.00:** reimbursed if the ending time and distance traveled will not allow return prior to 6:00 p.m.

## MEAL RECEIPTS

Some categorical programs require receipts due to outside agency regulations, which will be communicated to participants prior to travel. For all others, effective December 1, 2019 itemized receipt for meals are no longer required.

If conference registration or hotel includes meal(s), an attendee will not be eligible to claim reimbursement for that meal. Certain program exemptions apply. Our AR allows for max 20% tip.



## TRANSPORTATION

Transportation using ride share services or taxis from airport to hotel and/or hotel to conference shall be reimbursed. Reimbursement will be calculated using actual fare. No additional fees or trips will be reimbursed. Our AR allows for max 20% tip. Itemized receipts are required.



## OTHER EXPENSES

Personal items, personal phone calls, snacks, entertainment costs, and alcoholic beverages (EC32435) are NOT reimbursable.

If internet access is required for business purposes, this must be pre-approved on the ODT form.

Conference related supplies, (i.e. textbooks, curriculum materials, memberships, etc.), purchased during the event may not be reimbursed without prior approval.



## MILEAGE

Mileage reimbursement is calculated based on mileage between work site to the point of destination and back or from an alternate employee location, whichever is most economical, at the current IRS rate.

When coach airfare is more economical, mileage reimbursement will only be up to the cost of coach airfare.

## AUTHORIZATION

Expense reimbursement claims WILL NOT be honored for trips made without prior authorization on the ODT form.



## TIPS TO EXPEDITE PAYMENT

- Note pre-registration deadline
- List program charge/account code
- Provide confirmation number for hotel check
- Get appropriate approval(s)
- Categorical funding must be approved by an Authorized Administrator
- Indicate if check is to be mailed or picked up at Fiscal Services.

## EXPENSE REIMBURSEMENT

Conference requests **MUST BE APPROVED PRIOR** to Fiscal Services issuing payment.

Please allow **AT LEAST 15 BUSINESS DAYS** to process a payment. Follow listed procedures to eliminate unnecessary delays!

Attach a pdf copy of all required receipts to your ODT form. Please check with your site/dept for meal receipt requirements.

