

**Warren County Schools** **Federal Programs** **Procedures for Travel Request and Reimbursement**

**Travel Requests:**

 **\*\*\*All travel requests must be turned in 2 weeks prior to the travel date\*\*\***

**\*\*\*All travel expenditures are paid by reimbursement only following the travel date\*\*\***

 Print the travel request from the Warren County Board of Education (WCBOE) website, [www.warrenschools.com](http://www.warrenschools.com/), under Staff/Staff Resources or pick up a travel request through the appropriate Federal Programs Department.

**ALL TRAVEL EXPENDITURES ARE PAID BY REIMBURSEMENT ONLY.**

● Complete the request following the next steps.

o **School’s SIP goal**, use the appropriate district goal or individual school goal.

1. **Meals** will only be reimbursed for overnight stay. If meals are provided as part of the conference or hotel, meals will not be reimbursed. Meal reimbursement will be paid per diem: Breakfast-$13.00, Lunch-$14.00,

Dinner-$23.00.

1. **Lodging**: **ALL LODGING IS PAID BY REIMBURSEMENT ONLY.** Lodging cost must be based on conference hotel rates (if availability exists) or lowest or matching cost of hotel must be considered if staying at a hotel not on the conference site. Make a hotel reservation using a personal credit or debit card and complete the travel request with the emailed confirmation from the hotel attached (use hotel confirmation number from email). Always make reservations directly with the hotel or the conference. When checking in/out at the hotel, provide a copy of the WCS Tax Exempt form to delete the state sales tax from your bill. If the hotel will not accept the tax exempt form, pay the state taxes as normal and make sure to request that on the reimbursement. When checking out all charges will need to be applied to a personal credit / debit card. Be sure to get a detailed/itemized hotel receipt at checkout with a zero balance and attach that receipt (signed) to your reimbursement form.

**3**. **Parking** will be reimbursed for one day conference or overnight stay.. Self parking will be reimbursed with receipt of payment made. (Sign and attach to the reimbursement form.) If staying with a hotel that offers valet parking as the only option, a Valet Parking Verification form (found on the WCS website) must be filled out and signed by the Hotel upon arrival or at time of check-out. Valet parking will be reimbursed at the per day rate charged by the hotel.

 **4**. **Mileage**: Complete mileage to be paid via shortest route through Google Maps only. Use the location / address you are leaving from (home or school) and your destination address for the hotel/conference Please check both options given by Google Maps and choose the shortest route/mileage. Print that route as a round trip. Place the # of miles (roundtrip) on the travel request with the printout of Google Maps (shortest route both directions) attached to the travel request. The rate for mileage is found at<http://www.irs.gov/Tax-professionals/standard-> mileage-rates. Google Maps is the only acceptable mileage for WCBOE. Mileage will not be reimbursed from the hotel to the conference site.

  **5**. **Conference** **Registration** for prepaid registration, attach the completed registration form confirmation email that includes the address of where to send the payment and the registration fee price. If registering online, complete the registration, click pay by check, print completed form, and attach to travel request. Attach a conference agenda if available.

● **Sign and date the request**

● **Obtain principal’s signature and date**

* Send the completed request to Director of the FederalPrograms Department that you are traveling under (remember, **Originals ONLY** sent through school mail or turned in by person…no faxes or electronic copies can be approved)

● The Director of the appropriate Federal Department and Director of Schools will sign and approve (or not approve) the request within 5 days of receipt of the request.

● **If approved, employee will receive an approved pink copy of the form and a tax exempt form (if overnight hotel stay is booked) from the compliance/bookkeeping department.**  **If pink copy is not received before travel is to take place, please follow up with the appropriate Director.**

* **If not approved, the employee will be contacted by phone for clarification, etc.**

● For prepayment registrations, travel request must be turned in 2 weeks prior to departure.

 \*\*\*If we are unable to prepay due to time constraints, the employee could still be approved to travel, but would have to self-pay and then request reimbursement upon return.

**Reimbursements:**

● Print the reimbursement request form from the WCS website under Staff/Staff

Resources or pick up travel request from the Federal Programs Department that funded the travel.

● Complete the form in detail

● **Attach and sign all receipts**—hotel statement with zero balance, parking (Valet Parking Verification Form if needed), and any other receipt. Reimbursements cannot be processed with unsigned receipts. A conference agenda must be attached to the reimbursement if not included in the travel request package.

● Complete name and address line on the Reimbursement Request Form for the check to be mailed to the right address.

**\*\*\***  Return your reimbursement request to the appropriate Federal Department (remember, O**riginals ONLY**, send through school mail or by person---no faxes or electronic requests accepted).

· **Reimbursements requests must be turned in no later than 30 days after the conference or employees will not be reimbursed for expenses.**

· All travel reimbursements must be processed by the end of the school year (June 30th).

· Reimbursement requests cannot be turned in prior to travel.

  **Parking**

* Valet Parking will only be reimbursed if regular / self-parking is not offered and a signed Valet Parking Verification Form is turned in with the reimbursement request and paid receipt. Valet parking will be reimbursed at the rate charged by the hotel.A Valet Parking Verification form can be found on the Warren Schools website under staff/staff resources.
* The Valet Parking form (**signed)** must be attached to the reimbursement request along with the paid parking receipt (**signed**) from the hotel. Valet parking will be reimbursed at the per day rate charged by the hotel.
* Paid self-parking receipts must be signed and turned in with the reimbursement requests to be paid / reimbursed.