

## Covington County School District Travel and Professional Leave Request Form

Date of Request: \_\_\_\_\_ School/Office: \_\_\_\_\_

Printed Name and Title of Employee: \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Date(s) of Conference: \_\_\_\_\_

Travel Funding Source (circle one) District – Title – Activity Fund – Other (list): \_\_\_\_\_

**NOTE:** Attendee must attach a copy of the conference or workshop registration form. Follow the district travel guidelines in completing this request and your request for reimbursement. Late registration fees are normally the responsibility of the attendee unless the Superintendent directs the travel.

**Estimated Costs**

<b>Conference Registration</b>	\$
Estimated Travel Cost: circle mode of travel and indicate mileage or ticket cost: personal auto (.625 cents/mile), passenger, plane, train, other.	\$
Estimated Hotel Cost ( _____ # of nights X _____ room rate)	\$
Estimated Per Diem (\$46.00 per day)	\$
Other (please list)	\$
<b>Estimated Total Cost</b>	<b>\$</b>
<b>**Travel Advance Requested.</b> Indicate amount requested not to exceed the Estimated Total Cost above. Indicate "NA" if no advance is being requested. <u>If left blank, NO travel advance will be given.</u>	\$

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Budget String # \_\_\_\_\_

Circle One

APPROVED/REJECT \_\_\_\_\_  
Principal/Supervisor Date \_\_\_\_\_

APPROVED/REJECT \_\_\_\_\_  
Operations, Instruction, Special Programs or Federal Programs Date \_\_\_\_\_

APPROVED/REJECT \_\_\_\_\_  
Chief Financial Officer Date \_\_\_\_\_

APPROVED/REJECT \_\_\_\_\_  
Superintendent Date \_\_\_\_\_

# Covington County School District Travel and Per Diem Guidelines

## General Travel Guidelines

1. All official travel outside of the metro area must be approved using a "Travel/ Professional Leave Request Form." Employees shall include a copy of the agenda and/or conference registration form with the request. If there are any questions about this requirement, contact the budget approving authority for the budget being used.
2. If multiple employees are attending the same meeting, they are expected to carpool in groups of three where possible. Prior permission to travel alone with reimbursement when multiple employees are attending may be granted in very unusual circumstances by the superintendent. Individuals may travel alone at their own expense if they do not wish to carpool.
3. Mileage will be computed from the employee's work site or home whichever is closer to the final destination. Approximate mileage reimbursement distances may be obtained from [www.mapquest.com](http://www.mapquest.com).
4. No federal monies may be used to pay for organization memberships.
5. Mileage for use of personal automobiles shall be computed at the current approved rate per mile.
6. Employees are expected to make travel plans in advance so that the district will not pay or be charged a late registration fee for conferences. Failure to make advance plans may result in denial of a travel request or the employee may have to pay the difference in the early and late registration rates.
7. Except in dire emergencies cancellations must be made in advance so that the district will not be charged for unattended conferences. Failure to make advance plans may result in denial of a travel request or the employee may have to pay the difference in the early and late registration rates.
8. Telephone calls, room service, movies, games, tips, etc. are incidental expenses and must be paid by the employee from his or her per diem allocation.
9. Individuals may request a travel advance to cover their out-of-pocket expenses on their "Travel/ Professional Leave Request Form." Travel advances must be received at the Central Office 45 days prior to the date of event. Travel advance checks will be deposited in Travelers provided bank account no earlier than one week prior to the official travel.
10. Upon completion of all official travel that involves travel expenses, an employee must submit a "travel Reimbursement Request Form" along with appropriate receipts within 5 business days of completing the travel. This form is required even if no money is owed to the employee since this form verifies that the travel was completed. Travel reimbursements will be deposited in Travelers provided bank account no later than one week after receipt of the approved travel reimbursement form.
11. If an employee is overpaid in a travel advance, the district will notify him or her in writing upon receipt of the "Travel Reimbursement Request Form." Repayment by the employee shall be made within 30 days of notification or the funds will be withheld from his or her paycheck.
12. Attendee must attach a copy of the conference or workshop registration form and an Implementation Plan (for federally funded travel) if applicable. Follow the district travel guidelines in completing this request and your request for reimbursement. Late registration fees are normally the responsibility of the attendee unless the Superintendent directs the travel.

## Per Diem Guidelines

1. The intent of the per diem rate is to provide reimbursement for meals and other incidental expenses incurred while traveling such as tips, telephone calls and other out-of-pocket expenses.
2. Individual receipts are not required for meals and other incidental expenses incurred while traveling such as tips, telephone calls and other out-of-pocket expenses.
3. If a meeting is scheduled for 8:00 a.m. and it is necessary to travel the day before, the per diem for that day will be 67% of the amount one would normally receive for a full day. Exception: For early departures due to airline flights, employees will receive the full per diem.
4. If you depart home the day of a meeting then you will receive 100% of the per diem for that day.
5. On the last day of the meeting, if meeting ends by 4:00 p.m. you will receive 67% of per diem. After 4:00 p.m., the Business Manager will approve per diem on case-by-case basis.

Per Diem Rate  
(As of 07/01/2022)

Funding Source	In-State	Out of State and/or High Cost Areas	Mileage
District or Federal Programs Travel	Contact Purchasing Manager	Contact Purchasing Manager by email or call 601-765-8247 ext. 112	No District owned Vehicle available: \$0.625 If District owned vehicle available: \$0.22