



Federal Funds Supplemental Travel Form

Name: _____

Date: _____

Position: _____

Building: _____

Reason for travel which should be essential to job function (not the name of the conference but briefly explain why attending this conference is essential to your job).

There are additional guidelines when traveling on Federal Funds. All Columbia Public Schools travel guidelines must be followed as well as those listed below. Please read the guidelines below and initial on each line indicating you have read and will comply with these guidelines as part of your travel.

_____ Original itemized receipts for all purchases, even meal receipts, must be turned in with reimbursement request. Employees will not be reimbursed without receipt(s). The district will reimburse for gratuity of up to 20 percent of the meal cost per board policy DLCA. Meal receipts must show individual items purchased.

_____ A timed agenda from the conference or organization must be turned in when the employee returns from travel. This agenda should clearly state if meals were included in the conference registration fee.

_____ When a meal(s) is included as part of the registration, the employee will not be reimbursed for alternative meal charges. If an employee decides to make alternative meal arrangements, this will be a personal expense of the employee.

_____ A list of all sessions attended at a conference or professional development session must be turned in after the travel is completed. This list should be signed by the employee as acknowledgement the employee did attend all listed sessions.

_____ I have read the list of unauthorized expenses listed on the back of this form.

_____ Carpooling to a conference or the airport should occur when possible. Prior approval must be obtained to be reimbursed when not carpooling. Please list below if you are requesting approval to not carpool and the reason for such request.

Approval to Not Carpool by Federal Funds Budget Manager

Signature of Employee

Approval of Federal Fund Budget Manager

Unauthorized Expenses

The district prohibits any expense that is unauthorized, excessive or unnecessary as determined by the superintendent or designee. Unauthorized expenses include, but are not limited to:

1. Costs associated with the travel of a spouse, child or other person accompanying an employee or Board member.
2. Care of a dependent of a Board member or employee during the course of the travel.
3. Alcoholic beverages.
4. Snacks in addition to regular meals.
5. Personal expenses, including personal telephone calls.
6. Entertainment, unless the entertainment expense is part of the registration for the event in which the employee or Board member is participating and the expense is business related and typical for the event. These expenses should be approved by the employee's supervisor before the trip begins.
7. Expenses for travel extending beyond the time required for the meeting or business unless it is in the district's financial interest to extend the travel to obtain rate advantages.
8. Expenses incurred by non-employees traveling with the staff member or Board member, including room surcharges.
9. Fines for parking or traffic violations.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 10/12/2015

Cross Refs: BHA, Board Training and Development
GBCC, Staff Use of Communication Devices