

# GLOBE Charter School

## Travel Regulation

### **Purpose:**

The purpose of this document is to ensure that there are consistent travel guidelines for GLOBE Charter School employees and Board Members. The guidelines also ensure that reimbursements are consistent for everyone by defining procedures for approved business travel reimbursement. All Travel expenses paid by the School must be for business purposes, incurred in support of assigned duties and furtherance of GLOBE Charter School's mission and vision.

## **Travel Processing and Documentation**

### **Processing**

Check Request/Reimbursement Form: Used to request reimbursement for School travel-related expenses that the traveler has paid (e.g., meals, lodging, mileage, on-site event registrations, etc.) Traveler must submit signed, original forms and appropriate documentation within 30 days of trip completion. Unsigned/non-original forms will be returned to the traveler.

Credit Card Purchase Requisition Form: Used when purchasing Items or services with the School Credit Card. Original Receipt must be attached and the form has to be approved by the Principal, Board Treasurer or the combination of Business Office/Principal.

**Note:** All travel must be approved by the Principal before arrangements may be made.

Please submit all approved travel plans to the business office at least 10 business days prior travel is to occur. This will allow for processing and for any issues that may arise.

Please review all documentation before submitting to ensure accuracy. Documents lacking the appropriate approvals will delay processing.

**Receipts:** Travelers must submit original itemized receipts for all charges regardless of the amount.

## **Guidance and Documentation**

All conference fees are paid by the Business Office or the School Principal. Approval from the Principal is required before registering for a conference. If the conference gives a group discount for multiple registrants, please check with the Principal or business office to see if other individuals are attending.

Conference/Event registration fees are paid by check or credit card. Personal Payments for Conferences/Events can be reimbursed **if prior approval** has occurred. Please submit a reimbursement form and receipts to the business office. If using a school credit card the original receipt must be attached to the Credit Card Purchase Requisition and the proper approval must be attained. For amounts of \$650.00 or more a W9 must be requested unless the vendor is incorporated. If the vendor is not a corporation please request a W9 from the vendor to be faxed to 719-630-0395, or mailed to GLOBE Charter School attention Business Office. Accounts Payable will process the W9 with the IRS.

**If for any reason you do not attend the conference, you will need to write a check back to GLOBE Charter School for your per diem and/or mileage payment.**

## **Transportation Categories**

### **Airfare**

The Business Office or Principal will shop around for airfare. They will use not only the internet but they will try a travel agency. The Business office or Principal may be able to get a bundled deal for airfare and car rental and possibly hotel.

Business Office or Principal must request lowest fare available from all carriers. **Note:** First or Business Class travel is not authorized and will not be reimbursed or arranged through the Business Office.

Purchase of special seating (i.e. extra leg room), known as economy plus, will not be reimbursed or arranged through the Business Office.

Nested Tickets: Two or more scheduled trips made without returning to the traveler's home base. Reimbursable if total cost of nested tickets is less than total of individual round-trip tickets and the traveler paid for the cost of the nested tickets. Traveler must shop for the best ticket rate.

Airfare Changes and Cancellations: Travelers incurring charges for changes and cancellations are only eligible for reimbursement if the nature of the cancellation is for the School's convenience and not the employee's and the expense was paid by the traveler. Any reimbursement for changes and cancellation charges must be approved by the Principal.

Mileage vs. Airfare: Travelers will be reimbursed for driving (mileage, at the current School approved mileage rate.) up to actual total flight cost (transportation to/from Colorado Springs Airport, airfare, destination ground transportation). Calculation of airfare cost is based on lowest obtainable 14-day advance fare. Traveler must declare PTO for any additional days required as a result of alternative travel.

### **Car Rental**

If possible, the Business Manager or Principal will bundle with airfare and hotel through a travel site for savings. If purchasing the rental car in the name of the School then also purchase physical damage loss of use coverage, as this will complement the School's liability insurance. Consider taxis, shuttles, and buses as cheaper ground transportation than car rental.

Rental Vehicle: When possible, request sub-compact or compact cars. Rent from the national auto rental agency that gives you the best rate for the given location. When renting an automobile in the name of the School choose physical damage and loss of use coverage. Original receipts attached to a Check Request/Reimbursement form are required for reimbursement if rented with personal funds. If using a School Credit Card the Original Receipt must be attached to the Credit Card Purchase Requisition Form.

Gasoline for Rental Vehicles: Traveler must submit all original Receipts attached to a Check Request/Reimbursement form for reimbursement if using personal funds regardless of the dollar amount. If using a school credit card the original receipt must be attached to the Credit Card Purchase Requisition Form regardless of the dollar amount.

### **Taxi/Shuttle/Parking/Tolls/Baggage Fees**

Intra-City Transportation: Transportation costs (shuttles, buses, taxis, Etc.) at traveler's destination are reimbursable. Original Receipts must be attached to the Check Request/Reimbursement Form to be reimbursed. If using a School Credit Card the original receipts must be attached to the Credit Card Purchase Requisition Form regardless of the dollar amount. Credit Card Purchase Requisition must have the proper approval.

Parking: Reimbursable when it is a necessary part of the trip (parking at traveler's destination, parking at airport, etc.) Receipts must be attached to the Check Request/Reimbursement Form to be reimbursed. If using a School Credit Card the original receipts must be attached to the Credit Card Purchase Requisition Form regardless of the dollar amount. Credit Card Purchase Requisition must have the proper approval.

Toll Road Charges: Reimbursable with the original receipts attached to Check Request/Reimbursement Form. If using a School Credit Card the original receipts must be attached to the Credit Card Purchase Requisition Form regardless of the dollar amount. Credit Card Purchase Requisition must have the proper approval.

Baggage Fees: Reimbursable with the original receipts attached to Check Request/Reimbursement Form. If using a School Credit Card the original receipts must be attached to the Credit Card Purchase Requisition Form regardless of the dollar amount. Credit Card Purchase Requisition must have the proper approval.

### **Mileage - Private Vehicle Use**

Mileage for approved travel will be included in the payment for your per-diem. Mileage is figured using Map Quest for mileage from the school to your destination. If more than one employee is attending a conference GLOBE Charter School requires car pooling to reduce costs. Only one traveler will be reimbursed for travel. Per Internal Revenue Service (IRS) Publication 463, " You cannot deduct the costs of taking a bus, trolley, subway, or taxi, or of driving a car between your home and your main or regular place of work. Mileage payments will be made by check.

Mileage-Personal Vehicle: Reimbursable at the Board approved mileage reimbursement rate for authorized official business miles. The following website can help travelers calculate miles driven. [Map Quest](#) Traveler will not be directly reimbursed for gasoline expense, because the traveler will be reimbursed for authorized travel at the Board approval mileage reimbursement rate. Thus, gasoline receipts are not required.

Same day travel mileage reimbursement requests should be submitted to the Business Office for payment on a regular basis but in no event should such reimbursement be submitted past the end of the fiscal year (June 30) in order to ensure posting in the appropriate fiscal year. When travel is in a recreational vehicle with sleeping and cooking accommodations, the mileage will be paid at a rate of .15 per mile above the existing automobile rate. In addition, the General Services Administration (GSA) index will be used for the daily per-diem reimbursement for meals and lodging.

### **Lodging**

#### **Hotel**

If possible, the Business Manager or Principal will bundle with airfare, car rental and hotel through a travel site. Also be aware of the location of the conference. Making reservations at the hotel where the conference is taking place will save the added expense of renting a car. When more than one employee is attending a conference please arrange for lodging for more than one person when possible.

Lodging-Business/Commercial: Arrangements for lodging are made by the Business Office or the Principal whenever possible. When lodging costs are paid with a School credit card an itemized bill must be attached to the Credit Card Purchase Requisition Form. If lodging is paid with personal credit or debit card, the original itemized bill must be attached to the Check Request/Reimbursement form to be reimbursed.

Lodging-Spouse/Other: If traveling with spouse/other individual, business traveler can only request reimbursement for his/her own lodging, meals, etc. Single room occupancy rate must be indicated on lodging receipt.

Camping Fees: Reimbursable as lodging expenses if paid to a commercial campground or state/national park. Original receipts must be attached to a Check Request/Reimbursement Form regardless of the dollar amount.

### **Per-diem (Meals)**

GLOBE Charter School follows the tier 1 Per-diem rates. You may find the table on the General Services Administration (GSA) Per-diem rates site. You do not need to provide receipts for your per-diem allowance.

On the GSA website, the per-diem amount is listed under the column for meals and incidentals. Incidentals include any tip you may provide to baggage porter, bellhops, etc. and will not be reimbursed separately.

Per-diem allowance will not be given for conferences and or meetings held in Colorado Springs. Per-diem allowance is pro-rated proportionately for travel days. Per-diem for breakfast is not allowed for the participant who is traveling from home or work to attend a conference or go to the airport for travel. Per-diem for lunch is not allowed if the conference is providing a lunch.

Per-diem: Daily rate of meal reimbursement: For a partial day the School follows the Tier 1 Per-diem rate for each meal.

Meals during a Single-Day Trip: If travel is wholly within a single day, the School follows the Tier 1 Per-diem rate for lunch. Dinner is reimbursable at the Tier 1 rate, if the Business requires that the traveler return home after 8:00 p.m.. This only applies to meals purchased outside the Colorado Springs area.

### **Miscellaneous**

Telephone/Fax Charges: Charges for School business phone and fax calls are reimbursable. In addition, traveler can make one personal telephone call, of a reasonable duration, per each full day in travel status. When using hotel phone/fax services, these charges must be itemized. Receipt for charges must be attached to a Check Request/Reimbursement Form to be reimbursed.

### **Special Case Situations**

Day Trips: One day activities close enough to Colorado Springs to allow travel in one day. GLOBE Charter School will reimburse for the mileage. Travel must be approved by the Principal or combination of Principal/Business Office. Please use Map Quest for mileage and attach the map to the Check Request/Reimbursement form to be reimbursed.

Group Travel: Group travel is defined as a number of employees traveling to a common destination at the same time on business for the benefit of the School. GLOBE Charter School requires employees to car pool when more than one employee is traveling to a common destination.

In-State Travel: In-state travel is defined as travel within the State of Colorado and immediate areas outside of Colorado that is a necessary part of an otherwise in-state trip.

Personal Travel combined with Business Travel: Should not be combined unless unavoidable. Only business-related cost of travel will be reimbursed.

Student-Meals, Lodging, Travel: Not covered by this guide. If student meals, lodging and travel are authorized for reimbursement by the School, the rates will be determined on a case-by-case basis. Contact the business office to discuss the appropriate rate.

### **Approved Payment Approaches/Procedures**

Traveler's Checks: The fee for traveler's checks is not reimbursable.

Personal Credit Cards: An employee may use a personal credit card for approved travel if prior arrangements have not been made. Reimbursement for travel is allowed if approved and original receipts for all charges are attached to a Check Request/Reimbursement form.

School Credit Card: An employee may use a School Credit Card if authorized. Itemized receipts must be attached to a Credit Card Purchase Requisition Form. The Credit Card Purchase Requisition Form must have the proper approval.

### **Expenses ABSOLUTELY NOT covered by the School:**

Alcohol ,Liquor and Marijuana  
Expenses for spouse, significant other, or guests  
Gas for personal use of private vehicle  
Mini-bar in hotel  
Room Service  
Movie rental (this includes in-room movies)  
Other forms of entertainment  
Traffic fines or tickets

## Check Request

Please mail / put in my box (circle one)

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Name on Check: \_\_\_\_\_

Amount: \_\_\_\_\_

Purpose:

- Reimbursement ( attach receipts)
- Fieldtrip
  - Class \_\_\_\_\_
  - Destination \_\_\_\_\_
  - Date of trip \_\_\_\_\_
- Fundraising
  - Event \_\_\_\_\_
  - Leader \_\_\_\_\_
  - Goal (\$) \_\_\_\_\_

Fieldtrip, End of year trips, Fundraising Money  
How much money was collected for this activity? \_\_\_\_\_

### Budget Formula

Number of students + Number of Chaperones \*cost per person =  
Total amount required

Number of paying participants \_\_\_\_\_

-----Office use only below this line -----

Account:                      **Operating**                                      **Special Projects**

**Approved by** \_\_\_\_\_

**Credit Card Purchase Requisition**

**Date Used:** \_\_\_\_\_

**User Name:** \_\_\_\_\_

**Store:** \_\_\_\_\_

**Card Type:** \_\_\_\_\_

**Budget Category:** \_\_\_\_\_

**Purchase Total** \_\_\_\_\_

**Directors Acknowledgement  
Of Final Cost:** \_\_\_\_\_

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|-------------------------|
| <b>Items Purchased:</b> |
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