

Chinle Unified School District # 24 is committed to the improvement of education for the student population in the district.

One method of improving education is through employee participation in educational conventions, conferences, seminars, workshops, and related activities sponsored by various educational entities, agencies and organizations to enhance their level of job performance.

Another method of improving education is to seek continued funding of programs. In most instances this type of travel is mandatory for district personnel to keep abreast of changing legislation and program requirements.

While each employee is encouraged to increase his/her level of participation in these important educational activities and functions, it is also the responsibility of each employee to acknowledge the district's budgetary limitations and schedule his/her travel plans accordingly with their respective supervisors.

In some instances students may be asked to travel with district representatives to increase legislator awareness of certain programs and the impact of their program on education.

With the above rationales for employee and student travel policy, the District hereby establishes its travel policy as follows:

A. Travel Classification

1. Out-of-State Travel

The definition of Out-of-State travel is 100 miles or more beyond the state of Arizona boundary.

The Employee travel plans and supporting documents such as brochures, conference itinerary and travel authorization form will be submitted to their respective supervisor for approval. After approval of the immediate supervisor, indicated by signature, travel forms will be sent to the building principal or site supervisor for concurrence. The Travel Authorization Form will then be sent to the Superintendent's office for approval to be placed on the Board agenda for consideration and action. Approval of travel will be made at a regular or special Board meeting not less than three (3) weeks prior to pending trip. All travel information, brochures, requisitions, and travel authorization should be submitted to the travel clerk in the Business Office within three days after approval of the travel by the Governing Board. The travel authorization clerk should receive travel material for out-of- state conventions, at least three weeks in advance of the departure date.

2. In-State Travel

The definition of In-State travel is 100 miles or less outside of the state of Arizona boundary. Localities such as Gallup & Farmington, NM, Las Vegas, NV, Durango, CO are considered in-state-travel.

Employee travel plans/forms will be submitted in written form to their respective supervisor for approval. After approval of the immediate supervisor, indicated by signature, travel forms will be sent to the building principal or site supervisor for concurrence. The Travel Authorization Form will then be sent to the Business Office. All travel information, requisitions, and travel authorizations should be submitted to the travel clerk in the Business Office 10 days before departure date. Superintendent will approve all overnight travel.

Procedures for Submitting Travel and Transportation Authorization Request

It is the responsibility of the traveler(s) to make all necessary arrangements or reservations for their travel or to delegate office personnel from their respective offices to ensure that all travel documents/arrangements are completed and submitted in a timely manner to the business office.

A Travel & Transportation Authorization Form shall be completed by filling out (Exhibit A):

- Name of Traveler
- Department/School
- Address of Conference/Workshop/Training/Seminar
- Destination
- Departure Date and Time
- Return Date and Time
- Mode of Transportation
- Type of Travel
- Number of Travelers
- Type of Vehicle Requesting (pupil or non-pupil fleet)
- If pupil fleet, does the trip require a certified Bus Driver?
- Estimated Cost of Travel including requisition numbers for:
 - Reimbursement of mileage to transportation
 - .20 per mile for regular fuel travel. All In-District travel and Inter-scholastic activities are waived. (In-District travel is 25 miles radius of District Boundaries.)
 - .50 per mile for diesel travel (state reimbursement rate)
- Estimated cost of Airfare
- Estimated cost of Per Diem
- Estimated cost of Lodging
- Estimated cost of Registration

- Estimated cost of Other
- Account code
- Signature of Requestor
- Authorization Approval applicable to funding
- Attach conference brochure

Once signed by travel requestor and approved by building administrator forward the Travel Authorization form with supporting documents to the Business Office.

The travel authorization form will be forward to these departments after review:

- Travel Clerk will log in Travel Authorization as received and sign Travel Authorization. If overnight travel is determined, Travel Authorization will be forwarded to Superintendent for review and possible approval. Once approved, Travel Authorization will be returned to Travel Clerk for further processing.
- Travel Clerk will forward Travel Authorization to Transportation for vehicle assignment.
- Transportation will return the Pink copy of the TA to Purchasing for gas credit card issuance. Gas credit card will not be issued unless Pink copy of TA is presented to Purchasing Agent/designee.

Travel Advances

No Travel Advances will be made.

REIMBURSEMENT

Arizona Revised Statues (A.R.S) 15-342.5 required school district governing boards to prescribe procedures and amounts for reimbursing lodging and per diem expenses incurred for district purposes. Applicability reimbursement must not exceed the maximum amounts established by the director of the Department of Administration and approved by the Joint Legislative Budget Committee pursuant to A.R.S. 38-642. C.

Although the reimbursement rate may not exceed the listed maximum for cities included in the "Meal/Lodging Cost Index." There is an exception for conference lodging. For employee staying at a conference-designated hotel, the Department of Administration guidelines authorized reimbursement at the conference-lodging rate. However, the conference brochure indication lodging rates must accompany the lodging receipt, and reimbursement may not exceed the conference-designated rate.

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CUSD#24 Governing Board hereby establishes the reimbursement rates, lodging and per diem rates at the rate approved by the Director of the Department of Administration for the State of Arizona.

1. Upon completion of travel, employees will submit an approved reimbursement claim form to the Business Office for processing. No receipts will be necessary for reimbursement on authorized per diem claims. Any other allowable expenses per Chinle Unified School District travel Regulation will have to have associated receipts submitted with claim form (i.e., taxi's, parking fees.) Reimbursement will include cost of transportation, meals, lodging and other expenses associated with travelling on business for the district. All reimbursement request must be submitted within (30) calendar days after return from trip. If no reimbursement claim is received by the Travel Authorization Clerk within the (30) calendar days following return from trip. NO REIMBURSEMENT WILL BE GIVEN.
2. Other allowable expenses are: registration fee if paid by employee, communication expenses for district business only parking fees, taxi fare, local bus, street car or subway fare, Receipt and justification statements must be submitted with claim form for reimbursement of above items.
3. In order to qualify for the various meal reimbursements the following time travel conditions must be met:

Breakfast: Traveler must have begun travel status before 6:00 a.m. and be on travel status until at least 9:30 a.m.

Lunch: Traveler must have begun travel status before 11:00 a.m. and be on travel status until at least 1:30 p.m.

Dinner: Traveler must be have begun travel status before 5:00 p.m. and be on travel status until at least 8:00 p.m.

4. Mode of Travel

The most economical mode of transportation is to be selected in terms of expense and the employee's time away from the District; generally the most economical mode of travel for the District is for employees to use district owned vehicles.

- a. Privately owned vehicles may be used, however mileage reimbursements will be made only in the event that a district vehicle is not available. This will be verified by the Transportation Director.
- b. Driver's License: A valid driver's license is required if the employee is driving a District vehicle, private or rented motor vehicle on District business. The license will be verified by the employee's supervisor at the beginning of each fiscal year before any travel is authorized for that fiscal year.
- c. Mileage Reimbursement Rates: Rates for both privately owned motor vehicles and privately owned aircraft are set by the Arizona Department of Revenue with the approval of the Joint Legislative Budget Committee. Approved rates are published by the Department of Administration, General Accounting Office. The District rate will be the same rate as the approved for the State of Arizona.

- d. If a privately-owned motor vehicle is authorized to be used for out-of-state travel for the convenience of the traveler, per diem allowances will be calculated as though the employee had traveled by air (i.e. for a trip to Seattle, per diem allowed would be 7 hours each way, which is a 4 hour drive to Albuquerque, NM and a 3 hour flight.)
- e. If a privately-owned motor vehicle is authorized to be used for in-state travel, reimbursement will be at a rate (determined in item c above) and computed using the lesser of odometer readings or official state high maps.
- f. If a privately-owned motor vehicle is used for out-of-state travel, the mileage will be reimbursed at the lesser of either the official states highway maps or commercial thirty-day-reservation air-coach fare to the same destination.

D. STUDENT TRAVEL

Per diem reimbursements will be allowed only in those instances where students are required to travel with school administrators and governing board members on district business related trips. Per diem will be paid at the above mentioned rate for in-state or out-of-state travel.

Any activities representing the district off campus will require a Travel Authorization to be completed and authorized.

E. FIELD TRIPS AND ATHLETIC TRIPS

1. Travel Advance(s)
 - a.) Travel advances for individual meal allowances will be allowed using the appropriate account (Athletic Auxiliary and Student Auxiliary).
2. Arizona Department of Accounting Default Rates will be used for individual meal allowances.
3. All field trip requests **must be accompanied by a detailed itinerary**, student roster, and parent permission form, emergency contact information, indicating departure and arrival times. The departure and arrival times must be adhered to by the sponsor and bus driver. All departure and arrival times should be verified by the Transportation Director.

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