

## TRAVEL PROCEDURES

Title I funded travel starts with each school's *School-wide Plan* and *Title I Budget* workbook. Provisions for all Title I funded travel will need to be projected and included in the approved Title I budget at the start of the school year.

Travel requests for un-budgeted travel during the school year should be declined by the school's Budget Center Manager or Principal. Schools are encouraged to use the 'per diem' meal allowance links when planning Title I funded travel expenditures.

### Travel Pre-Authorization

APS employees seeking to participate in an approved Title I funded travel event will need to fill out the standard school district's travel authorization form (Travel Authorization Activation form) and all other supporting documentation at least 60 days BEFORE the first day of travel.

The APS employee is required to complete the *Travel Authorization* Activation form and attach the following supporting documentation:

- Flight itinerary with pricing information or, if traveling by car, a copy of the MapQuest routes showing mileage distance from: a) home residence to travel destination; and, b) from your school to the travel destination. The distance may not exceed 300 miles. If your home residence is closer in proximity to the travel destination, then only the additional miles will be reimbursable. Please use the Title I Mileage Calculator spreadsheet to determine an estimate of reimbursement.
- Conference agenda with session description(s) are only necessary if the conference selected is NOT one of the options from the approved list on the Title I website.
- Lodging information with room rate.
- Registration information.

All *Travel Authorization Activation* forms for Title I funded travel must have the following approvals for authorization:

- APS employee's signature and date indicating that all the information is accurate and complete and required documentation has been attached.
- Principal/supervisor's discretionary approval (signature and date)
- Associate superintendent approval is required on ALL Title I travel requests (Please note: this requirement is not just for travel expected to exceed \$1,000)
- Title I department Federal Grants Specialist' approval is required for all Title I travel requests (signature and date)
- The Title I budget center manager's approval (signature and date)
- Division chief's approval (signature and date) for ALL out-of-state travel requests.

APS employees are strongly encouraged to seek the most economical options for commercially available flights.

If the APS employee does not have an APS issued travel card and the APS employee does not wish to use their own credit card for travel, then a *Travel Card Request and Agreement* form will need to be filled out and should accompany the travel request information.

APS travel card usage is governed by the APS Travel and Expense Procedures and any additional requirements necessary for compliance with Title I regulations. Any unauthorized or ineligible purchases must be reimbursed by the traveler. Failure to adhere to these guidelines and regulations will result in disciplinary action such as, but not limited to, the loss of travel card, suspension, or termination of employment.

The principal is primarily accountable for reviewing and approving all travel requests for their school at their own discretion. The principal is responsible for reviewing each Title I funded travel request to ensure that sufficient funds are available in the school's Title I allocation budget BEFORE approving the *Travel Authorization Activation* form. On occasions when the travel requester is also the principal of the school, the principal will need to signify approval as principal on their *Travel Authorization Activation* form and seek approval from their associate superintendent.

The principal will also ensure the following additional documentation has been completed, if necessary:

- A completed *Vendor Registration* form to obtain a valid vendor ID#
- A completed *Travel Card Request & Activation* form prepared by the traveler to obtain a valid travel card

After the principal reviews the documentation and authorizes the travel request, the principal will forward the *Travel Authorization Activation* form and required attachments to the associate superintendent. Rejected travel requests will be returned to the requester.

PLEASE NOTE: For non-Title I travel requests, the phase regarding travel expenses in excess of \$1,000 on the *Travel Authorization and Activation* form for associate superintendent approval applies. However, for Title I travel, all requests must be reviewed and approved by the associate superintendent.

The associate superintendent will review all Title I travel requests to ensure the proper travel procedures are being followed, the approved travel request form and supporting documentation will be forwarded to the school's assigned Federal Grants Specialist.

Federal Grants Specialists are responsible for ensuring that all of the required approvals were obtained and that all requests for Title I funded travel comply with current regulatory requirements and restrictions. The Federal Grants Specialist is responsible for helping schools meet their fiscal management responsibilities with spending Title I

funds and may suggest alternative options to reduce or eliminate travel expenditures. The Federal Grants Specialist will forward all approved Title I travel requests and supporting documentation to the Title I budget center manager (Director of Title I) for final authorization and approval.

The Title I budget center manager is ultimately responsible for approving all Title I disbursements. Once approved, the Title I budget center manager will return the travel request and supporting documentation back to the Federal Grants Specialist.

The Federal Grants Specialist will journal all approved requests for Title I funded travel and assigns a sequential travel authorization number. If out of state travel is being requested, the Federal Grant Specialist will request approval from the division chief. The forms and documentation will then be forwarded to Accounts Payable for travel card activation.

The Federal Grants Specialist will provide a travel memo (email) to notify the associate superintendent, principal, and employee that the travel request for Title I funding reimbursement has been approved and is compliant with all current Title I requirements and restrictions. The travel memo will include the travel authorization number and a reminder that a travel expense report and all required receipts are required to be filed within five (5) business days of completing the travel event.

### **Title I Travel Requirements and Restrictions**

All Title I travel must be documented and pre-approved on the *Travel Authorization Activation* form following the approval steps outlined above.

### **Allowable Travel Expenses**

The following is a list of expenses that must be listed and approved on the *Travel Authorization Activation* form. Travelers are reminded that the dates for all expenses should fall within the approved travel days.

**Registration Fees:** A list of pre-approved seminars for Title I will be posted on the Title I website. Please note that registration fees should not exceed \$800.

**Per Diem:** For travel with destinations within the state, please refer to the State of Georgia Per Diem Rate table ([http://sao.georgia.gov/sites/sao.georgia.gov/files/related\\_files/site\\_page/SOG](http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG))

In-state per diem rates	\$28.00
Continental Breakfast/Breakfast	\$6.00
Lunch	\$7.00
Dinner	\$15.00
1st & Last Day Total (75%)	\$21.00

In-state high cost per diem rates	\$36.00
Continental Breakfast/Breakfast	\$7.00
Lunch	\$9.00
Dinner	\$20.00
1st & Last Day Total (75%)	\$27.00

High cost areas in Georgia are limited to the following counties: Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond counties. For travel with destinations outside the state, please refer to the GSA website: <http://www.gsa.gov/portal/content/104877> for per diem rates that apply to each city's location.

Separate amounts for breakfast, lunch and dinner are listed in the per diem charts. You will deduct the per diem rate for any meal that is included and paid for by the government (such as through a registration fee for a conference). Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government.

No meal receipts are required when per diem meal allowances are used.

**Mileage Rate:** The current GSA mileage rate for transportation by car is fifty seven and one half cents per mile (\$ .57 ½) per mile for this year and is subject to Internal Revenue Service guidelines and requirements.

According to IRS regulations (see 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. These costs are personal commuting expenses. You cannot deduct commuting expenses no matter how far your home is from your regular place of work. You cannot deduct commuting expenses even if you work during the commuting trip.

MapQuest documentation showing the actual route mileage is required for the distances between your home residence and travel destination(s) and between your school location and travel destination(s). If a traveler drives to a location versus utilizing an airline for travel, justification will be required for one way mileage exceeding 300 miles. If additional employees travel within the same car, only the employee/vehicle owner can claim mileage.

Please use the *APS Title I Mileage Calculator* spreadsheet tool to compute eligible mileage reimbursement charges. A completed *APS Title I Mileage Calculator* spreadsheet should be included as part of the supporting documentation for any mileage reimbursements.

**Lodging:** The reimbursable room per night rate including taxes and fees should not exceed \$250.00, the number of nights charged must not exceed the number of approved travel dates, and should coincide with the conference dates.

If a 'conference package' room rate at the same location of the conference is available that exceeds the \$250 per night limit, an exception may be granted in order to eliminate back and forth transportation charges between the hotel and the conference location.

Please Note: In circumstances where the only available return flight will not arrive at the Atlanta Jackson-Hartsfield Airport (ATL) before 9:00pm and the traveler departs on the first available flight back to Atlanta the next day, then one additional overnight lodging charge will be permitted.

**Ground Transportation:** Ground transportation includes cab/shuttle services to and from the airport; and cab/shuttle services to and from the conference site only.

Cab/shuttle services to and from restaurants or other places will not be reimbursed.

**Airline:** Reimbursable airfares are based on standard coach seating. Coach airfares should not exceed \$500.00. Exceptions must be pre-approved by the Director of Title I.

**Airport Parking:** Parking arrangements for personal vehicles must be made at commercial parking lots at the Atlanta airport, not at private homes. In no event shall reimbursement for parking fees exceed the number of approved travel days.

**Baggage Fees:** Airlines permit one carry-on bag per traveler. Reimbursements using Title I funds are allowed to be used to pay for one (1) checked bag up to \$25. Any additional bags or fees for oversized/overweight bags are not reimbursable under Title I and those charges will be the sole responsibility of the traveler.

**Miscellaneous Costs:** Any additional justifiable costs must be identified, requested and approved on the Travel Authorization Activation form. (Please be advised: to avoid prolonged delays in researching and validating miscellaneous types of expenses, travelers are urged to avoid using this category when Title I funding is involved.)

### **Unallowable Expenses (Examples)**

- Membership dues
- Fitness center fees
- Excessive expenditures that exceed the amount requested
- Room service fees
- Delivery charges
- Travel agency fees
- Online travel sites
- Tips/gratuities
- Personal telephone calls
- Unapproved purchases or miscellaneous items
- Hotel movie fees
- Alcoholic beverages
- Internet access fees
- Unauthorized airline charge fees
- Valet parking fees
- Meals within 50 miles of our work place
- Unauthorized car rentals and fuel
- Items considered incidentals
- Itemized food receipts when per diem allowances are provided
- Excess airline baggage fee charges beyond one bag

- Airline ticket change fees

Estimate travel expenses on your *Travel Authorization Activation* form carefully. Unauthorized travel expenditures over and above approved travel amounts may be considered to be non-compliant expenditures. Requests for reimbursement of additional travel expenditures that were not pre-authorized require additional research that will cause significant delays for the traveler in receiving reimbursement and could also jeopardize the traveler's future travel plans involving Title I funds.

Do not spend any personal funds on travel, local or otherwise without first receiving full authorization and approval from your principal and Federal Grants Specialist.

Travelers must make their own travel arrangements and pay their own expenses as incurred based on the travel details listed on pre-approved travel authorization. Be sure not to use third part travel website such as Hotwire, Kayak or Priceline to book reservations.

When making in-state hotel reservations, all travelers should use the district's *GA Hotel/Motel Operators* form and sale tax exemption codes to save money. Room tax and other sales tax charges for lodging can be substantial. Atlanta Public Schools is a political subdivision of the State of Georgia. As a political subdivision we are exempt from the taxes mentioned. Our Georgia State sales tax exemption number is 060-62-8756. Our federal I.D. number is 58-6000134.

Travelers are responsible for collecting and retaining detailed/itemized original receipts for allowable travel expenditures in order to receive reimbursement.

Travelers using district provided travel cards should be aware that funds will only be uploaded for registration cost, flight cost (if applicable) lodging, parking fees, and transportation cost (i.e. taxi and shuttle).

Travelers will be reimbursed a per diem allowance for food. The traveler will not be required to provide receipts. The traveler will pay for their meals upfront and then receive the per diem meal allowance based on the allowable per diem rates as determined by the Federal government. The first and last calendar day of travel is calculated at 75 percent.

Traveler should determine the appropriate per diem rate prior to traveling by visiting <http://www.gsa.gov/portal/content/104877>.

Meals & Incidental Expenditure Total	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	\$71.00
Continental Breakfast/Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00

Dinner	\$23.00	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
Incidentals	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
1st & Last Day Total (75%)	\$34.50	\$38.25	\$42.00	\$45.75	\$49.50	\$53.25

## TRAVEL EXPENSE REPORTS FOR TITLE I FUNDED TRIPS

Travelers are required to submit a full accounting of travel expenses incurred at the end of their trip. Upon return, the APS employee must:

- Submit travel expense reports and supporting original receipts within 5 days of completion of the approved travel event.
- Include the Travel Authorization Number on the *Travel Expense Report* form
- Submit a copy of certificate of attendance/participation from conference and/or a copy of your name badge.
- Attach original itemized receipts for all allowable expenses to sheets of paper for scanning/coping (do not include receipts for meals because you are receiving a per diem meal allowance).
- Retain a copy of all forms and receipts for your own personal tax records

Travelers should forward the original, completed and signed *Travel Expense Report* form and original receipt documentation to their Principals for approval and request the Principal to forward approved travel expense reports and original receipts to the assigned Title I Specialist. Principals will verify that receipts for travel reimbursement are in good order (complete, accurate and authentic). The Title I Specialist will review travel expenses to verify compliance with Title I as pre-approved and then forward to the Title I Director for final approval and sign off before being sent to Accounts Payable for reimbursement.

### Trip Cancellations

If the trip is cancelled for any reason after the airline ticket, hotel, or registration fees have been purchased, the traveler must contact the Federal Grant Specialist immediately. The traveler may have to reimburse the cost of non-refundable service(s) to APS. If the trip is cancelled, the traveler must complete the following:

- Complete the *Travel and Expense Report* form for all expenses.
- Attach a copy of the approved *Travel Authorization Activation* form.
- Submit the actual check/money order for all non-refundable expenses made payable to Atlanta Public Schools to your assigned Federal Grant Specialist.
- Submit the *Travel Expense Report* form with attachments to the Title I department

### Travel Forms

To access updated travel forms, follow the steps below:

- Go to the Lawson website at <https://e-aps.apsk12.org/lawson/portal/>

- Enter your user ID (Lawson ID number)
- Enter your password (password is the same as your network ID password).
- Go to “Employee Resources” on the homepage and scroll down to “Travel Resource”
- All forms and procedures are listed under Travel Policies, Policies, Procedures, and Forms

## **TRANSPORTATION FOR TUTORIALS**

### **School Bus Transportation**

The following process steps are outlined for submitting a request for APS buses:

- Complete the *TD-100* form *and Tutorial Proposal* form
- Submit *TD-100* form at least 4 weeks prior to activity
- Obtain Principal’s and Regional Associate superintendent’s signature
- Forward to your Title I Specialist and the Title I Director will review and approve or deny the *TD-100* form
- Title I Specialist will communicate the approved request to the Transportation Department for the buses when approved.

### **Public Transportation - Marta Breeze Cards**

All requests for MARTA Breeze Cards must be entered into Lawson from the school site at least four (4) weeks prior to the activity.

MARTA Breeze Cards are to be used ONLY for after school, Saturday, and summer tutorials. Only one-way Marta Breeze Cards can be purchased with Title I funds. A list of students receiving tutorial services and a tutorial proposal form must be submitted to the Title I department prior to entry into Lawson. Student sign-in sheets must be maintained and submitted monthly. It is recommended that MARTA Breeze Cards be ordered as needed.