

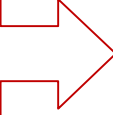
Cartwright School District



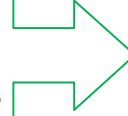
Travel Guidelines

Out of County and/or State Travel Approval Process

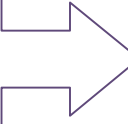
Employee Travel
request form
including
itemized cost
and purpose



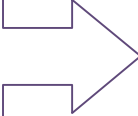
Supervisor
review/approval
& identification
of funding source



Grant manager
review/approval of
travel purpose and
proposed funding
source

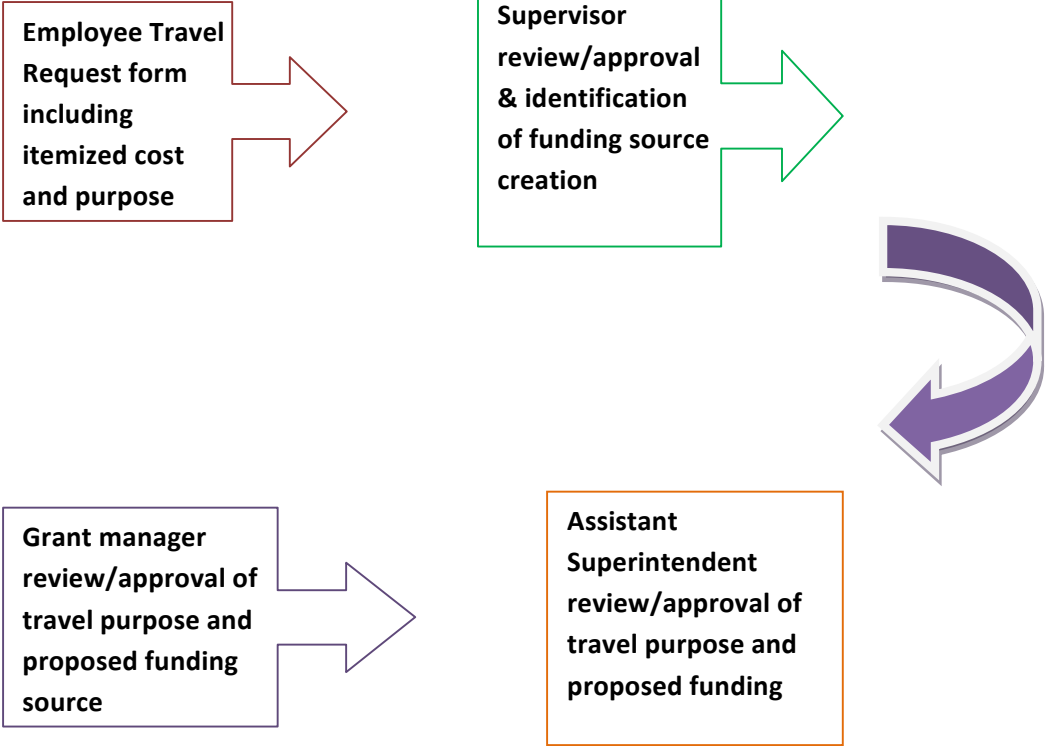


Assistant
Superintendent
review/approval of
travel purpose and
proposed funding



Submission to
Governing Board
for approval

In County Travel Approval Process



July 1, 2015

CARTWRIGHT SCHOOL DISTRICT

GENERAL OUT OF STATE TRAVEL GUIDELINES (For specific details please call Business Services @ 4082)

1. Schedule as Informational Agenda item for Governing Board at least 6 weeks prior to travel. Forward information to secretary to Assistant Superintendent for Educational Services for inclusion on Governing Board Agenda.
2. Contact STA Travel for estimated cost of airfare (if necessary). Phone(s)#: 480-296-0544 or 800-495-5832.
3. Prepare requisitions for airfare, registration and rental car (if no other form of ground transportation available). Must be preapproved by your immediate supervisor.
4. Consult with conference hotel to determine if hotel accepts purchase orders. If purchase orders are not acceptable, traveler may pay for hotel and submit a travel reimbursement claim upon return or traveler may request prepayment by following the standard purchasing procedure. Traveler must be at least 50 miles from duty post and home to be eligible for reimbursement. The District will fully reimburse lodging costs of hotels designated as conference hotels listed in the conference brochure. A copy of the conference brochure along with hotel receipt must be attached to the travel reimbursement request. If the traveler must stay in a non-conference designated hotel, the traveler will be reimbursed only the daily rate equal to the allowable daily lodging rate for the specific city as indicated by the State of Arizona Department of Administration travel policy. Please contact Business Services at 4082 for specific lodging rates.
5. **Submit requisitions via iVisions to Supervisor for approval. Purchasing must receive requisitions at least four weeks prior to travel to allow for adequate processing and receipt by vendor. If prepayment is required, an invoice with confirmation number, if applicable, must be attached to requisition. – Payment must be received by hotel at least two weeks prior to arrival.**
6. Purchase orders will be sent to vendors upon issuance. A copy of the purchase order will be sent to the requisitioner.
7. Upon return submit a travel reimbursement claim form for meals consumed during travel. Traveler must be at least 50 miles from duty post and home to be eligible for reimbursement. Itemized receipts must accompany claim form with the exception of meals. Meals are now claimed upon a “per diem” basis (see Guidelines for Travel Meals Expense Reimbursement – Per Diem). The state of Arizona has established a maximum daily meal per diem rate depending on the destination city. Please contact Business Services at 4082 to determine the meal allowance rate for a specific city. The claim form must be signed by the traveler and Supervisor prior to submittal to Purchasing.

OR

Option – Travel Reimbursement Claim

1. Traveler may secure and pay for their airfare and lodging in addition to meals and submit a travel reimbursement claim form upon return. Transportation and lodging must be procured at the least expensive price available.
2. All itemized receipts for airfare, lodging, parking and ground transportation must accompany travel reimbursement claim. Traveler must be at least 50 miles from duty post and home to be eligible for reimbursement. Airfare and necessary ground transportation will be fully reimbursed. If private vehicle is used for transportation, mileage will be reimbursed at the current rate established by the State of Arizona Department of Administration. Odometer readings must be recorded on the travel reimbursement claim form. A supporting map identifying exact mileage from duty post to destination must also be included. Lodging and meals are reimbursed according to Item 3 below and Item 7 above.
3. The District will fully reimburse lodging costs of hotels designated as conference hotels listed in the conference brochure. A copy of the conference brochure must also accompany the claim. If the hotel is not designated as a conference hotel, the traveler will be reimbursed only the state of Arizona allowable daily lodging rate for the specific city.
4. Once the travel claim is completed and signed by traveler, submit the claim to the Supervisor for signature, coding and submission to Purchasing.
5. Purchasing will prepare an internal purchase order from which Accounts Payable will issue reimbursement to traveler through the standard weekly voucher process.

In-State Travel

1. Procedures remain the same. For specific questions, please call Business Services at 4082. Current mileage reimbursement rate is 44.5 cents per mile.

Guidelines for Travel Meals Expense Reimbursement – Per Diem

On September 12, 2012, the Governing Board for the Cartwright School District voted unanimously to change the District’s policy related to meal reimbursements under travel. **For travel beginning on or after this date, meal reimbursements will be calculated on a per meal, per diem basis and meal receipts will no longer be required.** All other receipt requirements will still apply, including parking, baggage fees, taxi fare, etc.

Effective 9/12/12, attached to the reimbursement request form, travelers are **required** to submit a copy of the conference brochure, including a detail of daily conference activities. If meals are provided as part of the conference registration fee, **these specific meals will not be eligible for reimbursement** (with the exception of Continental Breakfast) under the per diem policy as adopted by the Governing Board. Travelers must also submit a copy of their travel itinerary, showing departure and arrival dates and times.

To be eligible for reimbursement for per diem meals, the policy requires that you are in official travel status. Official travel status is defined as being 50 miles away from your duty post.

On the dates when you are flying to and from your destination, reimbursement will most likely be calculated on a partial day basis. Each meal has a specified reimbursement rate (see Travel Guidelines on the District website for breakdown). Below is a chart identifying the time periods allowed for “Breakfast,” “Lunch,” or “Dinner.” Travelers must include departure and arrival times on reimbursement requests to establish travel status. As of April 1, 2014 the Executive Team voted to change the District’s policy related to “Continental Breakfast”. If the conference only provides a “continental breakfast”, you will be reimbursed the per diem amount for breakfast.

Effective 11/18/15, the Governing Board for the Cartwright School District approved the following Per Diem update.



Meal times for travel status

Breakfast: 12am – 10:00am

Lunch: 10:00am – 4:00pm

Dinner: 4:00pm – 12am

Reimbursement rates vary per destination city. This information may be found in the Arizona Accounting Manual, Reimbursement Rate Index:

Breakfast	\$ 9.00	\$ 9.00	\$10.00	\$11.00	\$12.00	\$13.00
Lunch	\$11.00	\$11.00	\$13.00	\$14.00	\$15.00	\$16.00
Dinner	\$21.00	\$24.00	\$26.00	\$29.00	\$32.00	\$35.00
<i>(Max per Day)</i>	\$41.00	\$44.00	\$49.00	\$54.00	\$59.00	\$64.00

Sample Travel Itinerary:

Depart Phoenix 9/14/12 @ 9:00 a.m.- arrive Los Angeles @ 10:30 a.m.

On this date, reimbursement will be calculated for lunch and dinner if not provided in conference fee.

Depart Los Angeles @ 9:00 a.m. – arrive Phoenix @ 10:30 a.m.

Breakfast will be reimbursed on this date if not provided in conference fee.

A sample Travel Reimbursement Request form is attached for your reference.



CARTWRIGHT SCHOOL DISTRICT NO. 83

3401 N. 67th Avenue Phoenix, AZ 85033 (623) 691-4000 www.csd83.org

Learning for all. Every child, every school, every day.

Dr. Jacob A. Chávez
Superintendent

Dr. LeeAnn Aguilar Lawlor
Assistant Superintendent
Educational Services

Dr. Edward Murphy
Assistant Superintendent
Human Resources

Zeek Ojeh, CPA, MBA
Assistant Superintendent
Financial & Auxiliary Services

Dr. Rebecca M. Osuna
Assistant Superintendent
Administrative Services

Cartwright School District Guidelines for Travelers

Employees will be reimbursed for the following items once they are in official travel status. Official travel status is defined as: outside a 50 mile radius from their work station per (ADOR) Arizona Department of Administration Travel Policy.

What is covered:

- Per diem for meals while in official travel status. The amount varies by destination per ADOR policies and depends on whether a meal is provided by the conference traveler is attending.
- Transportation from airport to conference hotel
- Mileage to conference hotel if in official travel status
- Parking at reasonable rates. This is verified online.
- Fees for checking 1 bag at airport
- Internet fees if required by supervisor
- Rental Car if preapproved by the immediate supervisor
- Airport parking at reasonable rate

What is not covered:

- Transportation from home to airport, or from airport to home
- Excessive parking fees. This is verified online.
- Fees for checking more than one bag (District pays for the 1st checked bag. Traveler is responsible for any additional bags).
- Per diem for meals provided at the conference (excludes Continental breakfast).
- Mileage while not in official travel status.
- Any meals while not in official travel status.

Meal receipts are no longer required, but please remember:

- Alcohol is not reimbursable

With your travel expense claim form, please submit:

- Conference brochure
- Round trip flight itinerary (departure and arrival dates and times)
- Transportation receipts (taxi, shuttle from conference airport to conference hotel)
- Receipts for checked baggage
- Receipts for internet fees
- Transportation/Airport parking receipts

Request for Pre-approval Rental Car for Travel

Name _____

Date _____

Travel/Workshop: _____

Date rental car is requested: _____

Estimated cost of Rental car: _____

Estimated cost of taxi or shuttle to & from airport to hotel: _____

Justification for request for rental:

Request for rental cars will only be approved if there was no reasonable alternative such as taxi, shuttle, train/tram, etc. or if the cost of the alternative exceeds the cost of the rental. Documentation to this effect must be provided.

Signature

Date

Supervisor Approval

Date

MILEAGE BETWEEN SCHOOLS

	Atkinson	Barry	Borman	Cartwright	Castro	CECC	Davidson	Downs	Estrella	Flor del Sol	Harris	Heatherbrae	Holiday	Long	Palm Lane	Pena	Peralta	Sands	Spitalny	Starlight Park / Academy 4 Success	Sunset	Tarver	Tomahawk	District Office 67th Ave	District Office Ind. School	Materials Center	Family Welcome Center	Training Center
Atkinson	0	2.8	.9	2.2	4.6	.4	3.0	1.7	3.3	2.3	2.2	2.7	2.2	4	3.4	4.8	4.2	1.6	2.2	4.2	2.6	.7	4.0	2.5	.6	.7	.7	.7
Barry	2.8	0	1.9	.4	2.9	2.8	2.4	3.0	3.2	2.2	.8	3.2	2.9	2.7	.8	2.7	1.6	2.8	2.8	3.6	2.1	3.5	4.4	2.0	2.6	3.5	3.5	3.5
Borman	.9	1.9	0	1.2	3.6	0.9	2.1	1.3	3.1	1.9	1.2	2.7	2.3	0.8	2.5	3.9	3.2	2.0	1.4	3.9	1.5	1.6	3.8	1.6	0.7	1.6	1.6	1.6
Cartwright	2.2	.4	1.2	0	2.6	2.2	2.0	2.9	2.8	1.8	1.0	2.9	2.5	2.0	1.2	2.9	2.0	2.2	2.1	3.2	1.5	2.8	4.0	1.6	1.9	2.8	2.8	2.8
Castro	4.6	2.9	3.6	2.6	0	4.8	1.8	5.0	1.5	2.5	3.5	2.6	3.2	4.7	2.5	0.2	1.3	3.6	4.7	0.8	2.3	5.5	1.7	2.3	4.6	5.5	5.5	5.5
CECC	.4	2.8	0.9	2.2	4.8	0	3.0	1.7	3.3	2.3	2.2	2.2	1.7	0.5	3.4	4.8	4.2	1.2	2.1	4.2	2.4	0.7	4.0	2.6	0.9	0.7	0.7	0.7
Davidson	3.0	2.4	2.1	2.0	1.8	3.0	0	3.1	1.3	0.7	3.0	0.9	1.4	2.9	1.9	1.8	1.2	1.8	3.1	2.2	0.6	3.6	2.0	0.4	2.7	3.6	3.6	3.2
Downs	1.7	3.0	1.3	2.9	5.0	1.7	3.1	0	4.5	2.9	2.3	3.7	3.3	1.8	3.6	5.0	4.3	3.0	0.4	5.3	2.6	1.6	5.1	2.7	1.1	1.6	1.6	1.2
Estrella	3.3	3.2	3.1	2.8	1.5	3.3	1.3	4.5	0	1.5	3.8	1.1	1.7	3.2	2.7	1.5	1.6	2.2	4.5	0.8	1.9	4.0	1.2	1.8	3.1	4.0	4.0	4.0
Flor del Sol	2.3	2.2	1.9	1.8	2.5	2.3	0.7	2.9	1.5	0	2.8	0.9	0.7	2.2	1.7	2.5	1.9	1.1	3.0	2.3	0.4	2.9	2.2	0.3	2.0	2.9	2.9	2.9
Harris	2.2	.8	1.2	1.0	3.5	2.2	3.0	2.3	3.8	2.8	0	3.9	3.5	2.0	1.4	3.3	2.2	3.2	2.1	4.2	2.5	2.8	5.0	2.6	1.9	2.8	2.8	2.8
Heatherbrae	2.7	3.2	2.7	2.9	2.6	2.2	0.9	3.7	1.1	0.9	3.9	0	0.6	2.8	2.7	2.6	2.0	1.1	4.1	1.9	1.3	2.9	1.8	1.2	2.6	2.9	2.9	2.9
Holiday	2.2	2.9	2.3	2.5	3.2	1.7	1.4	3.3	1.7	0.7	3.5	0.6	0	2.4	2.4	3.2	2.6	0.6	3.6	2.5	1.1	2.4	2.4	0.9	2.2	2.4	2.4	2.4
Long	.4	2.7	0.8	2.0	4.7	0.5	2.9	1.8	3.2	2.2	2.0	2.8	2.4	0	3.4	4.8	4.2	1.2	2.3	4.2	2.4	0.8	4.0	2.5	0.9	0.8	0.8	0.8
Palm Lane	3.4	.8	2.5	1.2	2.5	3.4	1.9	3.6	2.7	1.7	1.4	2.7	2.4	3.4	0	2.2	1.1	2.9	3.4	3.1	1.6	4.1	3.9	1.5	3.1	4.1	4.1	4.1
Pena	4.8	2.7	3.9	2.9	0.2	4.8	1.8	5.0	1.5	2.5	3.3	2.6	3.2	4.8	2.2	0	1.1	3.6	4.8	1.0	2.4	5.5	2.7	2.3	4.5	5.5	5.5	5.5
Peralta	4.2	1.6	3.2	2.0	1.3	4.2	1.2	4.3	1.6	1.9	2.2	2.0	2.6	4.2	1.1	1.1	0	3.0	4.1	2.0	1.7	4.8	2.8	1.6	3.9	4.8	4.8	4.8
Sands	1.6	2.8	2.0	2.2	3.6	1.2	1.8	3.0	2.2	1.1	3.2	1.1	0.6	1.2	2.9	3.6	3.0	0	3.3	3.0	1.5	1.8	2.8	1.4	1.9	1.8	1.8	1.8
Spitalny	2.2	2.8	1.4	2.1	4.7	2.1	3.1	0.4	4.5	3.0	2.1	4.1	3.6	2.3	3.4	4.8	4.1	3.3	0	5.1	2.6	1.9	5.2	2.7	1.4	1.9	1.9	1.9
Starlight/A4Success	4.2	3.6	3.9	3.2	0.8	4.2	2.2	5.3	0.8	2.3	4.2	1.9	2.5	4.2	3.1	1.0	2.0	3.0	5.1	0	2.7	4.8	1.1	2.6	3.9	4.8	4.8	4.8
Sunset	2.6	2.1	1.5	1.5	2.3	2.4	0.6	2.6	1.9	0.4	2.5	1.3	1.1	2.4	1.6	2.4	1.7	1.5	2.6	2.7	0	3.1	2.6	0.1	2.2	3.1	3.1	3.1
Tarver	.7	3.5	1.6	2.8	5.5	0.7	3.6	1.6	4.0	2.9	2.8	2.9	2.4	0.8	4.1	5.5	4.8	1.8	1.9	4.8	3.1	0	4.2	2.7	0.4	0.0	0.0	0.0
Tomahawk	4.0	4.4	3.8	4.0	1.7	4.0	2.0	5.1	1.2	2.2	5.0	1.8	2.4	4.0	3.9	2.7	2.8	2.8	5.2	1.1	2.6	4.2	0	2.5	3.7	4.7	4.7	4.7
District Office 67th Ave	2.5	2.0	1.6	1.6	2.3	2.6	0.4	2.7	1.8	0.3	2.6	1.2	0.9	2.5	1.5	2.3	1.6	1.4	2.7	2.6	0.1	2.7	2.5	0	2.3	3.2	3.2	3.2
District Office Ind. Sch.	.6	2.6	0.7	1.9	4.6	0.9	2.7	1.1	3.1	2.0	1.9	2.6	2.2	0.9	3.1	4.5	3.9	1.9	1.4	3.9	2.2	0.4	3.7	2.3	0	1.1	1.1	1.1
Materials Center	.7	3.5	1.6	2.8	5.5	0.7	3.6	1.6	4.0	2.9	2.8	2.9	2.4	0.8	4.1	5.5	4.8	1.8	1.9	4.8	3.1	0.0	4.7	3.2	1.1	0	0.1	0.1
Family Welcome Ctr	.7	3.5	1.6	2.8	5.5	0.7	3.6	1.6	4.0	2.9	2.8	2.9	2.4	0.8	4.1	5.5	4.8	1.8	1.9	4.8	3.1	0.0	4.7	3.2	1.1	0.1	0	0.1
Training Center	.7	3.5	1.6	2.8	5.5	0.7	3.2	1.2	4.0	2.9	2.8	2.9	2.4	0.8	4.1	5.5	4.8	1.8	1.9	4.8	3.1	0.0	4.7	3.2	1.1	0.1	0.1	0