

REQUEST - TRAVEL

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GROSSMONT UNION HIGH SCHOOL DISTRICT

SCHOOL OR DEPARTMENT (PLEASE PRINT)	DATE PREPARED	EMPLOYEE VENDOR NO. E -
NAME OF APPLICANT	CONFERENCE TITLE:	
HOME ADDRESS	CONFERENCE LOCATION:	
CITY STATE ZIP CODE	TRAVEL DATES: FROM: _____ TO: _____	

BUDGET CLASSIFICATION NUMBER(S)

5210

JUSTIFICATION FOR TRAVEL (Be Specific)

ESTIMATED EXPENSES

ITEM	REQUISITION NO.	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
CONFERENCE REGISTRATION FEES	B _____								
TRANSPORTATION - AIR / TRAIN / RENTAL CAR	B _____								
LODGING	B _____								
MEALS - BREAKFAST / LUNCH / DINNER <small>(Actual not to exceed \$55/day)</small>									
PERSONAL CAR USE - ESTIMATING _____ MILES <small>(At Current Rate)</small>									
SHUTTLE - TAXI FARE - PARKING									
INCIDENTALS - TELEPHONE / TIPS									
	DAILY TOTALS								
GRAND TOTAL									

FUND ADVANCE: (Optional)

AMOUNT \$ _____
AMOUNT NOT TO EXCEED 75% OF THE ESTIMATED NON-PREPAID TRAVEL EXPENSES AND NOT LESS THAN \$100
 (See reverse for repayment instructions)

TRAVEL APPROVAL:

APPLICANT SIGNATURE DATE

PRINCIPAL/DEPARTMENT DIRECTOR SIGNATURE DATE

THIS SECTION FOR TRAVEL OUTSIDE THE CONTIGUOUS UNITED STATES ONLY

I HEREBY CERTIFY THE ABOVE-NAMED APPLICANT TO TAKE THE ABOVE-INDICATED TRIP OUTSIDE THE CONTIGUOUS UNITED STATES AND TO AUTHORIZE THE ADVANCE OF FUNDS, IF REQUESTED, TO COVER NECESSARY TRAVEL EXPENSES.

DISTRICT SUPERINTENDENT/ASSISTANT SUPERINTENDENT DATE

INSTRUCTIONS (REQUEST FOR TRAVEL)

This form is used to request District approval for travel and/or an advance of travel funds. Its use is restricted to employees and officers of the District.

APPROVALS REQUIRED

Travel plans should first be discussed with employee's immediate supervisor prior to submitting a formal request. Upon approval, supervisor gives employee a signed copy of the travel request and forwards original and one copy to the Assistant Superintendent, Educational Services. Upon completion of review and approval, the Assistant Superintendent will forward one copy to the Accounts Payable Department of Finance. Employee will use this signed copy of the travel request to attach to the travel expense reimbursement claim following completion of trip and when requesting expense reimbursement.

Since Board agenda materials regarding travel are prepared by the Assistant Superintendent approximately one week in advance of the date of the Board meeting, it is necessary to submit travel requests in sufficient amount of time to allow for the necessary preliminary review and approval from the school or department and the preparation of agenda materials for Board consideration.

If employee's travel request is approved, a copy indicating such approval is returned along with a set of forms consisting of a travel reimbursement claim and, if appropriate, request for use of District vehicle.

TRANSPORTATION ARRANGEMENTS

If air travel is indicated and approved, employee authorized to travel must make own arrangements directly with District-authorized travel agency. The agency, in turn, will bill the District directly. Travel tickets will be forwarded to employee directly.

Employees who wish to drive their own cars for personal reasons may do so if time absent from the job is not greater than that required by public transportation. Employees are reimbursed at a rate not to exceed amount of tourist-class plane fare between points involved. (Amount of plane fare equivalency can be obtained by calling travel agency.) Other expenses incurred as a result of use of personal car, such as meals en route, parking or garage charges en route, etc., will not be reimbursed.

If a District car is requested, GUHSD Form 13330, "Request - Use of District Vehicle," should be completed. (Completion instructions, including descriptions of allowable reimbursable charges, are outlined on the reverse side of the form.) Upon completion of trip, employee must sign and record mileage on Form 13330, and return vehicle to the District.

ADVANCE OF TRAVEL FUNDS

An advance of travel funds may be granted in an amount not to exceed 75 percent of the estimated total travel expense, less any District pre-paid expense, as indicated on the request. To allow adequate time for processing, a request for an advance of funds must be approved by the Board not less than two weeks prior to the date of departure. No advance should be requested for an amount less than \$100.00.

Approval of an advance of travel funds requires that the applicant:

- (a) file a travel reimbursement claim within thirty (30) days after completion of travel, and
- (b) in the event that the travel expenses are less than the amount advanced, record and return any unused portion along with the claim.

ALLOWANCE IN LIEU OF PUBLIC TRANSPORTATION

On approval of the District Superintendent, a cash allowance in lieu of public transportation may be granted when District-approved travel is combined with personal travel. The amount of such allowance will be established by the Finance department.

ATTACHMENT

A copy of the form, "Request — Travel," should be kept by the applicant for attachment to the expense reimbursement form, "Claim — Business and Travel Expense," along with a copy of "Request — Use of District Vehicle" if so used.

SPECIAL NOTE

As a means of preventing possible misunderstandings or difficulties, it is recommended that the applicant review the instructions relating to the filing of travel reimbursement claims prior to actual travel.