

CAMBRIDGE PUBLIC SCHOOLS

TRAVEL GUIDELINES

TRAVEL RELATED EXPENSES

Travel-related expenses are the costs incurred when employees go off site for work-related training, conferences, seminars and/or meetings. These expenses include the cost of attending the session as well as the reasonable costs of transportation, meals, parking, hotel and other accommodations.

- ✓ ALL travel requires prior authorization from a Principal (if school-based) or Department Coordinator/Director.
- ✓ The “Request For Travel/Conference Attendance” form must be completed and submitted to the Office of Student Achievement and Accountability prior to travel.

REQUIRED DOCUMENTATION AND APPROVAL FOR ALL TRAVEL

Before traveling to a work-related meeting or conference, an employee must complete the **Request for Travel/Conference Attendance** form. A copy of the literature or a brochure describing the program for the training, conference, seminar and/or meeting must be submitted along with the form to the Principal or Department Coordinator/Director for his or her approval and signature. Please submit the signed form to:

Marie Bernard
Office of Student Achievement and Accountability
159 Thorndike St
Cambridge, MA 02141

Any travel expenditure that is not approved in advance, not properly documented or deemed to be excessive may be partially or wholly rejected for payment. Any amount that is rejected will be the responsibility of the person who incurred the cost.

- When making travel arrangements, government rates or business rates should be obtained. Upgrades and special amenities are not reimbursable expenses except in exceptional circumstances. Travel insurance is not reimbursable.
- Employees may travel the day before the start of the conference or training and may return the day after its conclusion. If personal travel is combined with work related travel, the personal portion must be paid by the employee.
- Lodging reservations should be made in advance of any travel. Reimbursement will only be made up to the cost of a single occupancy room rate unless another CPS employee also attending the conference/training is sharing the room.

- Transportation should be obtained by the most cost effective means. The use of a rental car requires approval in advance of any travel. If a rental vehicle is approved, it should be a “mid-class” vehicle or smaller. The district will not be responsible for expenses related to fines or other expenses incurred due to traffic violations.
- If meals or a portion of the meals are included in the travel arrangements (e.g. meal in flight) or the conference or training session, no meal reimbursement will be made for that meal period.

PROCEDURES FOR REIMBURSEMENT OR PAYMENT OF TRAVEL RELATED EXPENSES

When registering for a conference, an employee may choose to ask the CPS Purchasing Department to create a PO and cut a check directly to the conference organizer. If this is not feasible or desired, the employee may register and pay for the conference using a personal credit card or check, and request a reimbursement. Arrangements for hotel accommodations and airline reservations should be made by the employee using a personal credit card.

- No cash advancements will be made for anticipated expenses.
- Itemized, **original** receipts must be submitted for all expenses incurred, including transportation, lodging, meals and other incidental expenses. However, if an employee chooses to receive the per diem reimbursement for meals (see below), no meal receipts will be required. For airline reservations made by phone or on-line and paid with a personal credit card, you must provide a receipt or other documentation showing the amount paid. An itinerary that does not show proof of payment is unacceptable. You may use a copy of your credit card statement if necessary.
- Charges for meals must be reasonable and in keeping with the regional cost for dining out. If itemized receipts are not submitted then the following schedule of per diem payments is the maximum that will be reimbursed for meals:

Breakfast:	\$10.00
Lunch:	\$20.00
Dinner:	\$30.00

- If meals or a portion of meals are included in the travel arrangements or session to be attended, then no meal reimbursement or per diem payment will be made for that meal period.
- Mileage reimbursement will be at the per mile rate approved by the City of Cambridge. Currently (as of January 2010), that rate is .50 per mile. This rate is based on the rate of the U.S. Government Services Agency (GSA) and is updated periodically. Travel is calculated from the employee’s beginning location, either home or work location, to the destination and back using MapQuest.
- If the employee has paid for an airline ticket or the conference attendance fee more than 30 days in advance of the event, he/she may request reimbursement prior to travel with appropriate documentation of the paid expense. However, if for any reason the employee does not attend the

conference, the employee must make every attempt to seek reimbursement from the conference organizers and the airline. The district may require that the individual repay some or all of the incurred expenses.

All requests for reimbursement should be submitted within a reasonable time after the trip, but in no event longer than 60 days. All expenses must be paid with funds in the fiscal year in which expenses were incurred.

The following expenses will not be reimbursed:

- In-room movies
- Mini-bar charges
- Gym fees
- Entertainment or recreational expenses
- Laundry and dry cleaning
- Alcoholic beverages
- Travel Insurance
- Excessive baggage charges

To request reimbursement or payment, please complete the **CPS Travel/Conference Expense Report**. The report must be signed by the Principal or Department Coordinator/Director and should be submitted to:

Marie Bernard
Office of Student Achievement and Accountability
159 Thorndike St
Cambridge, MA 02141

Because travel expenses are paid from public funds, these expenses are subject to public information requests. Thus, all requests for reimbursement are carefully reviewed and must conform to the guidelines outlined above. Any non-conforming expenses will be rejected. If you have any questions about the CPS travel policies and procedures, please contact Marie Bernard at 617.349.6483.