

# **FY 2012 ADMINISTRATIVE GUIDE TO FINANCIAL PROCEDURES**

## **Travel and Training-Conference Attendance Section**

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# TRAVEL AND TRAINING –Conference Attendance

Each year funds are budgeted in the General Fund and in Grant Funds for staff professional development, including conferences/trainings and its associated travel. The Cambridge Public Schools has a set of requirements and procedures regarding travel and training expenditures, including staff reimbursements and payments, which are detailed below.

## CONFERENCE ATTENDANCE & 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.
- ✓ A ***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 and get approval from his/her principal or administrator. A copy of the literature or brochure describing the program of 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. The signed form and accompanying training program literature and brochure should then be submitted to Marie Bernard in the Office of Student Achievement and Accountability.

Travel expenses that are 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.

The following is a ***Request for Travel/Conference Attendance Form***. This form is available on-line at [www.cpsd.us](http://www.cpsd.us). Navigate to the Staff Tab and click on: On-line Forms and Services/Finance Department Forms.

<b>CAMBRIDGE PUBLIC SCHOOLS</b>						
<b>REQUEST FOR TRAVEL/CONFERENCE ATTENDANCE</b>						
<b>(MUST BE SUBMITTED TO SENIOR ADMINISTRATOR FOR APPROVAL IN ADVANCE)</b>						
<b>Name:</b>				<b>Date:</b>		
<b>School/Positio</b>						
<b>Purpose of Request</b>	Conference / Training:				Organization Name:	
	Location:				Dates:	
	Other Info:					
<b>Budget Amount Requested</b>	Item Description					Estimated Amount
	Air Travel:					\$ -
	Auto Mileage @ .40/mile X			miles		-
	<i>(Attach Mapquest info.)</i>					
	Car Rental:					-
	Taxi:					-
	Lodging: \$200/day (max) X			days		-
	Meals: \$60 per diem X			days		-
	Conference Fees:					-
	Other (specify):					-
<b>Total Requested:</b>						
<b>Budget Codes</b>	Account	Fund	Org/Dept	Program/Grant	Amount	
<b>Payment Information/ Pymt Method Requested</b>	Method of Payment		Check (✓) if requested	Date Funds Needed	Payee	Amount
	Partial Cash Advance*					
	Purch Ord. to Vendor(s)					
	Reimbursement		Payment Upon Submission of Expense Report			
*Note: Partial Cash Advance allowed only for confirmed reservations for Airfare, Per Diem Meals, or o confirmed expenses. Complete a Travel Expense Rpt, with attached receipts & confirmations, to receiv						
<b>Approvals</b>	Recommended:			Approved:		
	Principal or Dept. Head		Date	Senior Administrator		Date
Form 401A (Revised 5/1/07)						

## **Making Travel Arrangements**

Once your *Request for Travel/Conference Attendance* has been approved, you may register for the conference and make the appropriate travel arrangements.

**Conference Registration:** When registering for a conference, either a Purchase Order may be created and a check cut directly to the conference organizer or the individual may register and pay using a personal credit card and request a reimbursement.

**Travel and Meals:** The cost of travel as well the cost of overnight accommodations and meals are eligible for reimbursement. Arrangements for hotel accommodations and airline reservations should be made by the employee using a personal credit card. The following procedures should be observed when making arrangements:

- When making travel arrangements, government or business rates should be obtained. Upgrades and special amenities are NOT reimbursable expenses except in special 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. Staff will only be reimbursed for the cost of a single occupancy room rate unless another CPS employee also attending the conference/training is sharing the room.
- Transportation will 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 the meal period.

## **Travel-Related Expense Reimbursement Guidelines**

To request reimbursement or payment, the employee MUST complete the *CPS Travel/Conference Expense Report*. This report along with all original receipts and payment documentation should be submitted to the principal or department coordinator/director for his or her approval and signature. The signed form and accompanying receipts and payment documentation should then be submitted to Marie Bernard of the Office of Student Achievement and Accountability.

## REIMBURSABLE EXPENSES

- ❖ No cash advancements will be made for anticipated expenses.
- ❖ **The following expenses will NOT be reimbursed:**
  - ✓ In-room movies
  - ✓ Excessive baggage charges
  - ✓ Mini-bar charges
  - ✓ Travel Insurance
  - ✓ Gym fees
  - ✓ Entertainment/ recreational expenses
  - ✓ Laundry/dry cleaning
  - ✓ Alcoholic beverages
- ❖ Itemized, **original** receipts **MUST** be submitted for all expenses incurred, including transportation, lodging, meals and other incidental expenses. If an employee, however, chooses to receive the per diem reimbursement for meals (see below), no meal receipts will be required. For airline reservations made by phone or online 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
  - Total: \$60.00
- ❖ If meals or a portion of meals are included in the travel arrangements or conference to be attended, then **NO** meal reimbursement or per diem payment will be made for that meal period.
- ❖ Mileage reimbursement for any member of CTA bargaining unit will be at the per mile rate of \$0.40 per mile. Travel is calculated from the employee's beginning location, either home or work location, to the destination and back using MapQuest.
- ❖ Mileage reimbursement for all non-union personnel will be at the per mile rate approved by the City of Cambridge. This rate is based on the rate of the U.S. Government Services Agency (GSA) and 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. If for any reason, however, 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.

All conference/training and travel-related employee reimbursements will be issued as a single check, separate from the staff's paycheck, by the City of Cambridge.

Because travel expenses are paid from public funds, these expenses are subject to public information requests. All requests for reimbursement, therefore, are carefully reviewed and **MUST** conform to the guidelines outlined above. Any non-conforming expenses will be rejected.

The following is a ***CPS Travel/Conference Expense Report***. This form is available on-line at [www.cpsd.us](http://www.cpsd.us). Navigate to the Staff Tab and click on: On-line Forms and Services/Finance Department Forms.

## Cambridge Public Schools Travel/Conference Expense Report

<b>Name:</b>	<b>Position:</b>
<b>Address:</b>	<b>City/State/Zip:</b>
<b>Name of Conference/Location</b>	<b>Date(s):</b>

1. <b>Enter</b> Approved Amount from Travel Request		
2. <b>Enter</b> Total Expenses from Detail Sheet (Page 2)	\$	-
3. <b>Enter</b> Whichever Amount is <b>Less</b> (1 or 2)		\$ -
4. <b>List:</b> Advance Payments or Purch Orders:		
a. Cash Advance Received	\$	-
b. Other Vendor Purchase Orders Issued (e.g. Conf. Reg. Fee, etc.) List PO# Vendor & Amt.		
	\$	-
	\$	-
	\$	-
<b>Sub-total</b> of 4a. and 4b. Items		\$ -
5. <b>Subtract</b> Sub-total above from Amount of Line 3		
a. If Result is <b>Greater than Zero</b> , <b>enter</b> here as <b>Amount Due Individual</b>	→	
b. If Result is <b>Less than Zero</b> , <b>enter</b> here as <b>Amount due School Dept.</b>	→	\$ -
<i>(If Amount is due School Department, please make a check payable to Cambridge Public Schools and return with your expense report.)</i>		
6. <b>Enter</b> Budget Codes from Original Request:		
Account	Fund	Org/Dept
Prog/Grant	Amount	

I hereby certify that this expense report including attachments is a true and accurate record of authorized travel expenses.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_  
                   Senior Administrator

                  \_\_\_\_\_  
                   Chief Financial Officer

*This Expense Report (pages 1 & 2) must be filled out in detail for all expenses incurred for travel. Receipts must be attached for all expense items exceeding \$25 per item. Undocumented expense items exceeding \$25.00 will not be reimbursed. Please retain a copy for your records.*

OMS 401-B (Revised 05/01/07 - Page 1 of 2)



## GENERAL TRAVEL MILEAGE REIMBURSEMENT

The Cambridge Public Schools also offers mileage reimbursement for any non-conference/training general employee travel. You MUST obtain approval from the school principal/administrator prior to your travel and a **Request for Mileage Reimbursement** form MUST be completed. Upon approval, the **Request for Mileage Reimbursement** form should be submitted to the Purchasing Department. This form is available on-line at [www.cpsd.us](http://www.cpsd.us). Navigate to the Staff Tab and click on: On-line Forms and Services/Finance Department Forms.

- ✓ Mileage reimbursement for any member of CTA bargaining unit will be at the per mile rate of \$0.40 per mile. Travel is calculated from the employee's beginning location, either home or work location, to the destination and back using MapQuest.
- ✓ Mileage reimbursement for all non-union personnel will be at the per mile rate approved by the City of Cambridge. This rate is based on the rate of the U.S. Government Services Agency (GSA) and updated periodically. Travel is calculated from the employee's beginning location, either home or work location, to the destination and back using MapQuest.

MUST BE TYPEWRITTEN OR PRINTED LEGIBLY

**CAMBRIDGE PUBLIC SCHOOLS  
REQUEST FOR MILEAGE REIMBURSEMENT**

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_

Department: \_\_\_\_\_

Date	Mile	Date	Mile	Date	Mile
1		12		23	
2		13		24	
3		14		25	
4		15		26	
5		16		27	
6		17		28	
7		18		29	
8		19		30	
9		20		31	
10		21		Total Miles	
11		22		0	

Month of \_\_\_\_\_, \_\_\_\_\_

Total Miles 0

@ \$ .40/mile =

\$ \$0.00

Explanation/Reason for Travel:

**Budgetary Reference:**

Acct/Obj (5 digits)	Fund (5 digits)	Org (AU/Prog) (6 digits)	Project/Grant (SC + 5 digits)	BY (Budget Year)
			SC	

Submitted by: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

For additional information regarding the general staff mileage reimbursement guidelines and procedures and general questions, please contact the Purchasing Department.

## **CONTACT INFORMATION**

Should you have questions and/or need information about the Cambridge Public School travel and training policies and procedures, please contact:

**Marie Bernard**

Office of Student Achievement and Accountability

mbernard@cpsd.us

(617) 349-6483

Should you have questions and/or need information regarding general staff mileage reimbursement, please contact:

**Purchasing Department**

(617) 349-6410