**Table of Contents**

1. Authority 2

2. Definitions 2

3. General Guidelines 3

4. Transportation 4

B. Rented Motor Vehicles 6

C. District Owned Vehicles 7

D. Airlines 8

E. Chartered, Privately Owned and Rented Aircraft 8

F. Railroads and Buses ..9

G. Local Transportation, Tolls and Parking ..9

H. District Fuel Card Policy ..9

5. Meals (Per Diem) and Incidentals 10

A. Meal Allowances 11

B. Meals Provided 11

C. Full-Day Reimbursement 11

6. Incidental Allowances 12

7. Lodging 12

A. Limitations 12

B. Authorized Establishments 12

C. Lost Lodging Receipts 13

D. Lodging Allowance 13

E. Conference Designated Hotel 13

F. Promotions / Incentives 14

8. Preparation of Employee Leave Request 14

9. Other General Information Regarding Leave Requests 16

10. Travel Advance Form 15

11. Preparation of Travel Expense Claim 16

12. Final Authority 19

14. Meal Eligibility Matrix 19

15. Arizona Mileage Chart 20

16. Employee Leave Request 23

17. Sample Travel Expense Claim Forms (empty) 24

18. Procedures for Obtaining a Fuel Card.…………...……………………………………26

*FLAGSTAFF UNIFIED SCHOOL DISTRICT, NO. 1*

TRAVEL MANUAL

***AUTHORITY***

The authority for information contained in these procedures is provided by the following: Arizona Revised Statutes, State Board of Education, the Uniform System of Financial Records Office of the Auditor General, Arizona School Boards Association and the District Governing Board of Flagstaff Unified School District, No. 1.

***DEFINITIONS***

1. Traveler - Every public officer, employee of the institution thereof, student, and member of the District Governing Board who is in travel status.
2. Travel Status - When an individual is conducting necessary School District business away from the designated duty post OUTSIDE A 50-MILE RADIUS FROM DUTY POST with PRIOR supervisory approval on an Employee Leave Request or Leave Request.
3. Residence - The actual dwelling place of the individual without regard to any other legal or mailing address. An individual required to reside away from his/her primary residence due to official travel away from his/her duty post may continue to claim such domicile as his/her residence.
4. Duty Post - The place an employee spends the largest portion of his/her regular working time or the place to which he/she returns on completion of a special assignment. An employee who has more than one place of work on a regular basis is deemed to have multiple duty posts. A duty post may also be a geographical area, such as different campuses or teaching locations or where the same routes are traveled frequently on one-day trips. The duty post for members of boards, who are not full time employees of the agency served by the board, shall be deemed to be their place of residence.
5. Per diem - The allowance for meals when a traveler is in travel status. New Terminology is Maximum Allowable Amount,
6. Conference Designated Lodging - The hotel that the conference is being held at or the hotel(s) specified in the conference brochure. Accommodations at alternate hotels in the immediate vicinity of the conference may be considered as conference designated lodging when no vacancies exist at the recommended hotel(s).

***GENERAL GUIDELINES***

1. All authorized travelers representing Flagstaff Unified School District, No. 1 may claim allowances and expenses in conformance with State Travel Policies regarding allowances. All official travel must be authorized by department director or school principal PRIOR to travel. Travel is usually warranted when personal contact is the most economical method of conducting official District business.
2. In-State travel includes travel within the borders of the State of Arizona and in adjoining states, provided such travel is within an area no more than one hundred miles from the Arizona border (i.e. Las Vegas, NV).
3. In-State travel must be authorized prior to departure on an Employee Leave Request or Leave Request. A copy of the Employee Leave Request must be attached to the Travel Claim upon submittal. Written approval for travel is required for liability insurance purposes.
4. All out-of-state travel must be authorized by the District Governing Board or Board Delegated Representative on an Employee Leave Request only, PRIOR to making any travel or conference reservations.
5. Representation by employees of the District at a convention or meeting outside of the state is to be held to a minimum, usually one person. A memorandum explaining the necessity of having more than one employee in attendance should accompany the out-of-state Employee Leave Request and must have prior approval by the District Governing Board or Board Delegated Representative.
6. Employees may attend educational or training seminars out-of-state if funds for that purpose are available and such education or training is not available in Arizona.
7. The most economical method of transportation is to be selected in terms of expenses to the District and the employee’s time away from the office.
8. A separate Employee Leave Request (or Leave Request) is required for each person traveling.
9. Receipts for registration fees for conferences/meetings ARE REQUIRED with the Travel Claim if paid by the traveler at the conference or meeting.
10. Reimbursement is limited to expense of travel by the most direct and usually traveled route and by the most economical means of transport. That portion of any travel which is by “indirect” route, or is for personal business will not be reimbursed. Excess travel time will be charged to annual leave. Travel expenses may be paid directly to a travel agency or lodging establishment by the District.
11. Travel is conducted according to the District Travel Manual regardless of funding source.
12. Long Term Subsistence
13. Individuals temporarily assigned to one duty locale which is in excess of 50 miles from his/her residence and regular duty post for periods of not less than 30 days will be reimbursed as follows:

* Travelers are allowed regular lodging and meal per diem for a period not to exceed seven (7) days while arranging for long-term assignment accommodations.
* Mileage is not reimbursable if the traveler returns to his/her residence during long-term subsistence travel. Meal allowances are not reimbursable when the traveler is at his/her residence.

1. In-State – Lodging includes all related costs such as electricity, gas, water, telephone, etc. Receipts are required for all these charges regardless of who pays the cost. The itemized portion of the telephone bill must accompany the reimbursement claim if more than the monthly service charge is to be reimbursed.
2. Out-of-State – Maximum reimbursable amounts will be determined by the District Governing Board or Board Delegated Representative on a case-by-case basis.
3. Field Trips require the same procedures as other Employee Leave Requests.

***TRANSPORTATION***

Allowable expenses are for common carrier fares, privately-owned motor vehicle or aircraft mileage, bridge and road tolls, necessary taxi, bus or streetcar fares, motor vehicle rentals and gas expenses.

Reimbursement will be made only for the method of transportation which is in the best interest of the District considering direct expenses as well as the traveler’s time.

The travel authorization of an employee shall be planned to eliminate unnecessary travel in the performance of work assignments. Whenever it is feasible for two or more employees to travel on official business in one car, they shall do so. When more than one traveler uses the same motor vehicle, only one claim for mileage reimbursement, car rental or gas expenses will be allowed.

A valid Arizona driver’s license is required if the traveler is driving a District, private or rented motor vehicle on District business. A copy of the Driver’s License must be on file with the District Transportation Department. To satisfy insurance requirements, the traveler must enter his/her driver’s license number on the Employee Leave Request.

A

**Privately Owned Motor Vehicle**

1. Use of a private motor vehicle must be for the advantage of the District and not for the personal convenience of the traveler. However, due to inclement weather conditions, safety is the paramount issue. Please use your best judgment.
2. The traveler’s supervisor is responsible for determining if the advantages of using a rented motor vehicle outweigh the costs of reimbursement for a privately owned motor vehicle. Said supervisor has the right to limit reimbursement of mileage to that of a rented vehicle.
3. A privately owned motor vehicle may be used for out-of-state travel with prior approval of the District Governing Board. A Statement of Justification must be included on or attached to the Employee Leave Request. If a privately owned motor vehicle is used for the convenience of the traveler, meal per diem will not be allowed in excess of the amount which would have been allowed for travel by air. A traveler using standard work time to drive a private vehicle out-of-state could be required to use annual leave.
4. A traveler using a privately owned motor vehicle for District business may receive mileage reimbursement regardless of eligibility for lodging or per diem reimbursement. (Mileage may be reimbursed for conducting District business within a 50-mile radius of duty post, with supervisory approval.)
5. When the travel begins or ends at the individual’s residence, mileage shall be computed from the residence or the designated duty post, whichever is the shorter distance.
6. When a privately owned vehicle is authorized for in-state travel, reimbursement will be at the current rate computed by odometer readings, mileage charge (at the end of this section) or official highway maps. Map mileage may only be used between cities and towns.
7. The current mileage reimbursement for a privately owned motor vehicle **is 44.5 (.445) cents per mile**. The current reimbursement rate for privately owned aircraft is 99.5 cents per mile. Gas expenses are not allowed when receiving mileage reimbursement. The District shall reimburse either mileage or gas expense which ever is most economically justified.
8. In accordance with the provisions of A.R.S. § 41-621, 28-3151 and 28-4131, the Arizona Department of Administration has determined that, in the best interest of the District, a traveler driving a privately owned vehicle on District business must have current vehicle insurance and a valid Arizona Driver’s License verified by the supervising authority, prior to travel.
9. If the traveler does NOT carry motor vehicle liability insurance, it is the responsibility of the supervising authority to prohibit the use of a privately owned vehicle on District business and to require that a rented automobile be used.
10. The supervising authority, in approving an Employee Leave Request for use of a privately owned vehicle is, in effect, certifying that he/she has made a reasonable effort to determine that the traveler has current motor vehicle insurance and a valid Arizona Driver’s License. When the traveler signs the Employee Leave Request, he/she certifies that motor vehicle insurance is in effect and he/she possesses a current, valid Arizona Driver’s License.
11. If a traveler driving a privately owned vehicle is involved in an accident and is found to be at fault, his/her own liability insurance carrier is responsible to the limits of the policy. The District assumes no liability.

B

**Rented Motor Vehicles**

1. Rented motor vehicles must be for the advantage of the District and not for the personal convenience of the traveler. The traveler’s supervisor is responsible for determining if the advantages of using a rented motor vehicle outweigh the costs of other modes of transportation.
2. The cost for a rented motor vehicle must be noted on the Employee Leave Request under estimated costs, regardless of how payment is made.
3. Rented vehicles should not be used when taxis, buses, reimbursement for use of privately owned vehicle, and other alternatives are more economical.
4. Compact, economical cars should be requested unless there are adequate reasons for needing a larger vehicle. A memo of justification is to be submitted to substantiate the additional expense. Reimbursement may be limited to the compact car rates unless the traveler can justify the use of a large vehicle or that no compact automobile was available.
5. When one or more persons travel in the same rented vehicle, only one claim for reimbursement will be allowed.
6. A rented vehicle may be used for out-of-state travel, when other means of travel cannot be used economically. If it is in the best interest of the District by means of time and/or expense to allow a rented vehicle, a memo of justification and cost savings must be approved by the District Governing Board or Board Delegated Representative **prior to travel.** Said memo must accompany Employee Leave Request when submitted to the Business Office.
7. When a traveler rents a motor vehicle on District business, he/she is automatically insured for liability and physical damage losses. Therefore, rented motor vehicle insurance costs of any type purchased by the traveler are not reimbursable and are not allowed as a purchase on the District Procurement Card. **If you sustain any damage to a rental vehicle, it is necessary to file an accident report with the rental car company. You must also file an incident report with the District (submit to Support Services) as soon as travel has completed.** FUSD does carry insurance on the rental vehicles, however a $500 comprehensive deductible is charged for each claim submitted. It is the vehicle renter's responsibility to inspect the vehicle prior to renting. You must inform the rental company of each and every scratch, chip, or other damage. The damage also needs to be annotated on the rental agreement. If these damages are not documented prior to the District renting the vehicle, FUSD will become liable for them. The thorough inspection process also alleviates any claim disputes and is a necessary risk prevention step.
8. Original rental agreements/receipts are required to be reimbursed for motor vehicle rental and/or payment of the bill via utilization of a purchase order or District Procurement Card.
9. Travelers using rented vehicles will not be allowed to claim mileage. Gasoline purchases will be reimbursed if receipts are provided. Gasoline may also be purchased with the District Procurement Card or District fuel credit card and receipts are also required.
10. The District will only be responsible for a rented motor vehicle during District business and necessary travel to and from destination. Possession of a rented vehicle on a weekend or holiday is specifically not included unless this is due to actual travel time (not for obtaining rented vehicle a day prior for the convenience of the traveler).

## C

# District Owned Vehicles

1. District owned motor vehicles should be used in place of privately owned motor vehicles whenever possible.
2. Arizona Department of Administration rules and regulations prohibit the use of District owned vehicles for transporting individuals not essential to the purpose for which the vehicle was dispatched.
3. Arizona Department of Administration regulations prohibit the use of District owned vehicles on out-of-state travel unless specifically approved by the governing authority. A request for using a District owned vehicle on out-of-state travel must be submitted in writing to the District Governing Board and approved prior to travel. (*Any travel within 100 miles of the Arizona border is deemed In-State travel and use of the District owned vehicle is allowed.)*
4. Travelers using district vehicles will not be allowed to claim mileage. Gasoline purchases will be reimbursed if receipts are provided. Gasoline may also be purchased with the District Procurement Card or District fuel credit card and receipts are also required.

D

**Airlines**

1. Reimbursement for commercial air travel shall be limited to the lowest fare available. Reimbursement may exceed the lowest fare only if seats are unavailable at the lowest airfare or if air travel at a higher fare will result in a clear cost savings to the District. A detailed memo of the cost savings must accompany the Employee Leave Request for approval and submitted to Accounts Payable. If lower fare seats are not available, the traveler shall obtain a statement from the carrier representative that a lower fare was not available.
2. Frequent flyer miles or similar programs earned while on District paid business may not be retained for personal use. Benefits from any airline promotion belong to the District and must be turned into the District Business Office.
3. Receipts are required for airfare reimbursements. Receipts are also required when payment is made by purchase order or District Procurement Card (Pending).
4. Flight insurance will not be provided by the District and is not an acceptable expense.
5. A copy of the Flight Itinerary MUST accompany the Travel Claim in order to verify departure/arrival times and meals provided in-flight.
6. Super Saver Fare – Travelers may extend their travel time and be reimbursed for meals and lodging for the extended period if such arrangements represent a savings to the District. The District Governing Board must review and approve such requests prior to reservations for such. The traveler must submit a letter of justification and:
7. Indicate the time extension of the trip for the purpose of taking advantage of a Super Saver Fare.
8. Indicate the net savings to the District (i.e. coach fare compared to super saver fare plus extra meal per diem).
9. Assure that any such extension is approved by the traveler’s supervisor.

E

**Chartered, Privately Owned and Rented Aircraft**

1. Chartered aircraft is allowed, provided a common carrier is not feasible or an alternate mode of travel is impractical. The traveler’s supervisor, not the traveler, must determine if such travel is justified and is in the best interest of the District.
2. Chartered air service may only be obtained from FAA Licensed commercial flight operators, Part 135.
3. Privately owned or rented aircraft use will be reimbursed based on the shortest air route from origin to destination. Landing and parking fees are allowed except at the location where the aircraft is normally based.
4. Use of chartered, privately owned or rented aircraft out-of-state must be approved by the District Governing Board. Reimbursement will be based on the current aircraft allowance for mileage.

F

**Railroads and Buses**

Railroad or bus travel may be used when convenient or economical and their use will not involve excessive travel time. Receipts are required.

G

**Local Transportation, Tolls and Parking**

1. Taxi, bus, limousine and streetcar use is classified as local transportation and can be claimed without receipts, A.R.S. Sec. 38-625. The most economical means of transportation shall be used in traveling to and from airports. Tips for transportation are to be paid from your per diem allowance.
2. Airport storage or parking for a privately owned vehicle is allowed only if less than taxi fares to and from the airport. Receipts are required.
3. Bridge and road tolls are reimbursable without receipts.
4. If traveler is dropped off at the airport, NO parking is reimbursable. When traveler is picked up at the airport, ONE HOUR may be reimbursed. Receipt is required.

**H**

**Fuel Card Policy**

**Purpose of Fuel Cards**-Fuel cards are available to Flagstaff Unified School District (FUSD) employees or those conducting business on behalf of FUSD. These fuel charges are billed directly to FUSD.

**Fuel Cards Available** – Exxon/Mobil and Chevron/Texaco

**Fuel Card Overview**

* Fuel cards will be issued by the Finance Department upon receipt and verification of a properly completed Fuel Card Form.
* Only the Finance Department is authorized to order new and replacement cards.
* All Fuel cards have a unique account number and are embossed with FUSD as Cardholder.
* Fuel Cards will not be transferable between individuals or departments.
* Individual’s Supervisor must approve the request for a card.
* Individuals picking up a fuel card sign must also sign for it on a District kept log.

**Cardholder Liability** – The cardholder is responsible for proper use of the card within stated guidelines of FUSD Policies and Procedures relating to the expenditure of Flagstaff Unified School District funds. Failure to comply with these guidelines, policies and procedures may result in permanent revocation of Fuel card privileges.

**Cardholder Responsibilities** – The Cardholder must use the Fuel Card for Flagstaff Unified School District business purposes only. The Fuel Card may not be used for personal purchases of any kind. The Cardholder must:

* Ensure card is used for FUSD business purposes only by filling out the required form.
* Use card to purchase fuel only.
* Maintain the card in a secure location at all times.
* Obtain a sales slip or other type of receipt to be submitted to the Finance Department upon return from your trip.
* **A single fuel purchase cannot exceed the $200.00 limit.**
* Return the Fuel Card to the Finance Department the next business day following your return. Also, turn in the Fuel Card and a copy of an agenda or a schedule from the event which includes the date and times.

**Cardholder Privileges Termination** – An individual’s Fuel Card privileges can be terminated for any of the following reasons:

* The Fuel Card is used to purchase fuel for a non-business related activity.
* The Cardholder allows the card to be used by an unauthorized individual.
* The Cardholder fails to provide the Finance Department with the required receipts, agenda or properly filled out Fuel Card Form.

**Lost, Misplaced or Stolen Fuel Cards –** Cardholders are required to immediately notify the Finance Department and his/her Supervisor about the lost or stolen card at the first opportunity during normal business hours.

***MEALS (Maximum Allowable Amount) AND INCIDENTALS***

The amounts allowable by statute per diem are maximums and based upon reasonable costs for meals. **Each individual who travels on District business has an obligation to keep expenditures within established guidelines and should claim only the amount he/she spends up to the maximum allowable amount and a detailed receipt is required for all meal reimbursements.**

To be eligible for any reimbursement, the traveler must be in authorized “travel status.” (See Definitions, page 3).

A

**Meal Allowances**

Meal Allowances, herein known as “Maximum Allowable Amount,” includes gratuity. Per Diem is only allowed outside a 50-mile radius of employee’s duty post. Williams and Sedona are considered outside the 50-mile radius.

**NOTE:** The traveler MUST indicate the time and place travel begins and ends for consideration of meal reimbursement. See page 20 for the Meal Eligibility Matrix.

*http://www.gao.state.az.us/docs/manuals/accounting/sect2/textiid1.pdf*

**Individual Meal Allowances for Per Diem Maximums**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Breakfast** | 7.00 | 8.00 | 9.00 | 10.00 | 11.00 | 12.00 |  |
| **Lunch** | 10.00 | 11.00 | 13.00 | 14.00 | 16.00 | 17.00 |  |
| **Dinner** | 17.00 | 20.00 | 22.00 | 25.00 | 27.00 | 30.00 |  |
| **Max. per city/state** | **$ 34.00** | **$ 39.00** | **$44.00** | **$ 49.00** | **$ 54.00** | **$ 59.00** |  |

1. Verify times above for each meal entitlement on travel days between states. Example: Leave San Francisco at 8:00 a.m., arrive in Phoenix by 11:00 a.m. and back to Flagstaff at 3:00 p.m. Your meal entitlement for that day is breakfast at the higher San Francisco allowance, lunch at Arizona allowance and no dinner**.**

B

**Meals Provided**

Meals provided - The traveler is not entitled to a meal allowance for meals provided free in conference registration fees. (If provided breakfast includes eggs and/or meat, the breakfast meal allowance is not reimbursable). If dietary or other unique needs require the traveler to forego the provided meal, he/she may claim up to the maximum meal allowance, however a written explanation is required.

C

**Meal Reimbursement with no overnight stay.**

For the State of Arizona to be in compliance with IRS regulations meal reimbursements will be taxable income (through payroll rather than Accounts Payable) to the traveler only when there is no overnight stay. Rest periods will be defined on a case by case basis when there is no commercial lodging (i.e., hotel stay). You will not be taxed on meals if you have an overnight stay. You will not be taxed on any other type of travel reimbursements (e.g., Mileage, Lodging, Transportation, etc). The overnight stay includes the day before and the day after the trip that includes overnight stay. Meals incurred on these days will not be taxed as long as they are included in the trip with the overnight stay.

***INCIDENTAL ALLOWANCES***

1. To be eligible for incidental allowances, the traveler must be eligible for THREE CONSECUTIVE meals and be in overnight travel status for TWENTY FOUR CONSECUTIVE hours.
2. Incidental allowances include travel related expenses such as laundry and dry cleaning as shown on receipt.
3. Tips for maid service, bellhop and baggage handling do not require a receipt.
4. ***Business related*** communication charges for telephone, telegram and faxes are reimbursable if documented by receipt.

***LODGING***

A

**Limitations**

The traveler must be on authorized travel status. Lodging costs incurred within 50 miles of his/her designated duty post or residence will not be reimbursed unless an emergency exists and their supervisor approves.

B

**Authorized Establishments**

Lodging must be at a commercial establishment and the traveler should always request the lowest available rate (i.e. Government, Commercial, Conference, etc.).

The commercial establishments original detailed receipt is required! Credit card receipts, confirmation receipts or billings from third-party internet companies, such as Travelocity or Expedia.com, in lieu of original lodging receipts, will not be accepted. This pertains to District Procurement Card (Pending) payment as well as out-of-pocket expenses. If two or more travelers share a room, and reimbursement is to be split, the split shall be claimed as follows:

1. Each traveler should obtain a separate original lodging receipt for each traveler’s portion of the lodging cost. The total of the two (or more) lodging receipts cannot exceed the total lodging cost and/or allowance. Travelers should request separate receipts in advance from the lodging establishment.
2. If the establishment cannot issue separate original receipts, one traveler may submit the original lodging receipt and the other traveler(s) may submit a photocopy. However, the receipt (original and photocopies) must be marked “Shared Lodging” and have the names of all travelers sharing the room.

C

**Lost Lodging Receipt**

If the original lodging receipt is lost or destroyed, a photocopy may be submitted with the statement “Treat as an Original.” The photocopy must be signed by the traveler and his/her supervisor.

If the original receipt is lost, a photocopy is not available and a copy cannot be obtained from the lodging establishment, then a copy of the canceled check or credit card receipt is required. In addition, a letter must be prepared by the supervisor in lieu of the lodging receipt and must contain the name of the traveler, the dates of travel, the commercial establishment’s name, address and telephone number, cost of lodging per night and the total cost of the lodging. The letter should also include a reason why the original or photocopy of the lodging receipt is not available.

D

**Lodging Allowance**

The reimbursement amount includes room charges, applicable taxes, parking and resort fees, etc.. The reimbursement may not exceed the listed maximums **plus** tax for cities included in the “rate index”.

If the travel location is not specified in the index, refer to the county where the destination is located and use the applicable rates. Finally, if neither the city nor county is listed, apply the default rates of $60.00 plus tax, for out-of-state lodging and $60.00 plus tax, for in-state lodging.

E

**Conference Designated Hotel**

“Conference Designated Hotel” is the hotel that the conference is being held at or the hotel(s) specified in the conference brochure. Accommodations at alternate hotels in the immediate vicinity of the conference may be considered as conference designated lodging when no vacancies exist at the recommended hotel(s).

1. If more than one hotel is recommended and shuttle service is available or hotel is within reasonable walking distance, the lowest cost hotel should be utilized. If a reason exists for not being able to do so, a detailed memo explaining the situation shall accompany the Employee Leave Request.

Individuals staying at a Conference Designated Hotel may be reimbursed actual lodging costs, or utilize District Procurement Card (Pending), provided a brochure of the conference noting said hotel accompanies the lodging receipt. This is required regardless of how payment is made (i.e. District Procurement Card, out-of-pocket expense or purchase order).

F

**Promotions / Incentives**

Benefits from any lodging promotion or incentive, such as free lodging, are the property of Flagstaff Unified School District, No. 1 and must be turned in to District Business Office.

***Preparation of Employee Leave Request***

An Employee Leave Request form can be obtained from Accounts Payable and/or Administrative Support. Prepare according to the following instructions:

1. Substitute On-Line Confirmation #) – Enter the confirmation number issued by Substitute On-Line at: [www.substituteonline.com](http://www.substituteonline.com)
2. Person – Name of Traveler
3. Position & Site – Traveler’s position in the District and work location.
4. Destination – City and State traveling to. You may also indicate the name of the conference, meeting or purpose of the trip.
5. Please state reason for leave if two or more consecutive days are being requested at District expense – Provide a brief overview of the purpose of the trip.
6. Professional Leave – Check this box when requesting travel. Applies to both in-state and out-of-state requests. NOTE: Out-of-state travel requires District Governing Board or Board delegated representative approval prior to the event. Please submit out-of-state Leave Request to the Board at least one month in advance.
7. Signature of Applicant / Date of Request – Leave request requires signature of the traveler and the date signed.
8. Is professional leave submitted 10 days in advance according to Policy GCBD/GDBD (4)? Yes, No, N/A – Indicate whether or not the request was submitted to the Business office within the required timeframe. NOTE: Out-of-state travel must be submitted at least one month prior to the event!
9. Food / Amount Requested – Indicate the total amount of eligible food expenses for the entire travel period.
10. Lodging / Amount Requested – Indicate the total amount of hotel expenses for the entire travel period.
11. Registration / Amount Requested – Indicate the total amount of registration fees anticipated.
12. Transportation / Amount Requested – Indicate the total amount of transportation costs anticipated for the entire travel period. This would include airfare, shuttle buses, taxis, parking, gas, tolls, mileage, etc.
13. Substitute / Amount Requested – Indicate the total amount required to compensate substitute teachers or administrators.
14. Immediate Supervisor Approval – Check approved or denied, sign and date.
15. A.C. Administration Approval – Check approved or denied, sign and date.

**PAGE 2 – PROFESSIONAL LEAVE JUSTIFICATION**

Please complete questions 1-5 to clarify and justify the travel, and the benefit to the District.

***TRAVEL ADVANCE FORM***

1. Request for Travel Advance Form – Travelers requesting advances must complete the Request for Travel Advance Form. Be sure to carefully read the Terms and Conditions of the advances before signing.
2. Only 75% of the total estimated meals and lodging (out-of-pocket only) can be advanced.
3. Travel Advances are to be requested at least two weeks prior to the start of the trip.
4. Travel Advances will be issued no more than three (3) business days prior to travel.
5. No Travel Advance or other reimbursement will be given to an employee who has an outstanding advance.
6. IRS Regulation Affecting Travel Advances – If the employee does not substantiate travel expenses and/or does not return any unspent portion of a Travel Advance within sixty days after completion of travel, then the District is REQUIRED to report the Travel Advance as income on the employee’s W-2 and that amount is subject to applicable payroll withholding taxes.

***OTHER GENERAL INFORMATION REGARDING LEAVE REQUESTS***

1. No travel is to be taken, reservations made, or conference/seminar paid for, until an Employee Leave Request has been approved by all required signatures. All Employee Leave Requests should be submitted in sufficient time to allow processing prior to departure date.
2. Cancellation of Employee Leave Request – To cancel an Employee Leave Request for a trip that was/will not be taken, please send an e-mail or a copy of the request to Accounts Payable noting trip was canceled. If a Travel Advance was received, return the advance check or attach a personal check for the amount of the advance. Failure to submit repayment with a cancellation may result in a payroll deduction for the entire amount of the advance.
3. Correction of an Employee Leave Request – If correction is needed, such as change of destination or estimated costs, please retrieve original Employee Leave Request from Accounts Payable for changes and appropriate approval initials; or submit memo of changes with appropriate approvals.

***Preparation of Travel Expense Claim Form***

**The Travel Expense Claim Form is now available on the FUSD website, under Business Office, Purchasing, and Forms. The location is:**

[*http://www.flagstaff.k12.az.us/support\_services/Business/purchasing/vendor\_form.htm*](http://www.flagstaff.k12.az.us/support_services/Business/purchasing/vendor_form.htm)

**As you enter the travel expenses, the amounts will be automatically totaled for you. Please utilize this form on the website, or download it to your hard drive for future use.**

1. Submittal of a Travel Expense Claim form is required in all instances unless no expenses are incurred. **Detailed Receipts shall be taped to a separate sheet of paper and stapled to the Travel Expense Claim. Also, documentation (such as a meeting announcement or conference agenda) MUST be included**.
2. This form is used to reimburse out-of-pocket travel expenses incurred while on authorized District business and to account for a Travel Advance issued prior to and in conjunction with the same trip. This form is also used to substantiate any charges on the District Procurement Card (Pending) in relation to travel.
3. Travel Expense Claim forms should be prepared, approved and submitted to Accounts Payable within five (5) business days after completion of travel. Please allow ten (10) working days for reimbursement of a properly completed Travel Expense Claim.

**NOTE:** Incomplete Travel Expense Claims, or Claims that are not within District guidelines, will be returned to the supervising authority resulting in a delayed reimbursement.

***Instructions to complete this form are as follows:***

1. Employee Name - Name of Traveler, (last name, first, middle initial).
2. **Employee ID Number - Enter the Traveler’s five digit of employee number.**
3. Dept / School – Indicate the Traveler’s work location
4. Traveler’s Normal Work Start Time / Normal Work End Time – Indicate the start and end times of the Traveler’s normal work day. (Used to determine eligibility for meals). Refer to the per diem eligibility matrix on page 20.
5. **Substitutue Online Confirmation Number – Enter the confirmation number issued by Substitute On-Line at:** [**www.substituteonline.com**](http://www.substituteonline.com)
6. **T**ravel by (Check all that apply) – Idicate the methods of travel by checking appropriate boxes.

**DEPARTED FROM:**

1. Date - Start with departure date and detail each day on a separate line ending with return date. Use multiple lines for the same day when the per diem rate changes due to travel out of state (i.e. lunch in Phoenix, and dinner in Chicago).
2. Place – Enter the name of the city and state departed.
3. Time – Enter the time, including a.m. or p.m. traveler departed.

**ARRIVED AT:**

1. Place – Enter the name of the city and state traveler arrived.
2. Time – Enter the time, including a.m. or p.m. arrived.
3. Purpose of Travel - Explain the reason and purpose of travel.
4. Travel Advance Amount – Enter amount, if any, advanced for this particular trip.

**PRIVATE VEHICLE MILEAGE**

1. Odometer Reading – If a personal vehicle was used, enter beginning and ending odometer reading. If no readings were taken, skip to No. 15. If entering on Excel spreadsheet, this will be totaled for you. If not, you must also enter total miles driven.
2. Map Mileage – If a personal vehicle was used, you may enter map mileage (see the Arizona mileage chart on pages 21-23).

**SUBSISTENCE**

1. Meal Types (B,L,D) – Enter what meals are being reimbursed for each day, B=Breakfast, L=Lunch, D=Dinner.
2. Meal Totals – Provide the total amount eligible to be reimbursed for each day. Refer to the per diem chart on page 11 for In-State meals. The out-of-state lodging and meal per diem chart is available at:

*http://www.gao.state.az.us/docs/manuals/accounting/sect2/textiid1.pdf*

1. Lodging Charges – Provide the daily hotel charges as listed on the statement of charges.
2. Transportation – Total all the charges incurred on a daily basis for airlines, trains, buses, shuttle buses, taxis, subways, rental cars, etc.
3. Other Allowable Expenses – Total all the charges incurred on a daily basis for registration fees, gas, parking, tips, etc., allowed by the State to be declared.
4. Accounting Code – Enter the budget accounting code that will be used for expenses and reimbursement. (Be sure to enter a dash between the budget code and 4-digit object code).
5. Purpose of Travel: - Indicate the conference name, meeting or other reason for the travel that describes the purpose. As previously noted, documentation (such as a meeting announcement or conference agenda, MUST be included.
6. Deduct Amounts Paid by District P.O. or Charge Card: - Enter the total amounts in each column paid with a District purchase order or by the District procurement card (pending). These amounts will be automatically deducted from the reimbursement totals.
7. Less Advanced Travel Pay – Enter the amount advanced to the traveler prior to the trip. This will be deducted from the Grand Total to be reimbursed.
8. Amount Owed Traveler OR Amount Owed the District (when amount is negative): - This amount will be the total owed the District if the advance payment exceeds expenses, OR the amount owed the traveler if the expenses exceed the advanced payment.
9. Signature of Traveler / Date – Be sure to read and understand the disclaimer on the Travel Expense Claim form before signing and dating.
10. Approval / Date: – Signature of Principal, Director or appropriate Budget Manager.
11. Business Office Approval / Date – Signature of Business Officer approving the claim and reimbursement.

***FINAL AUTHORITY***

The FUSD Travel Manual has been developed in accordance with the provisions of the Travel Policies and Procedures of the General Accounting Office at the Arizona Department of Administration. In the event provisions differ between the FUSD Travel Manual and those from the Department of Administration, the Policies and Procedures from the Department of Administration shall prevail. The website for downloading a copy of the DOA’s Policies and Procedures can be found at:

***http://www.gao.state.az.us/docs/manuals/accounting/sect2/textiid.pdf***

***REIMBURSEMENTS***

Reimbursements will be processed by the Accounts Payable Department in the Business Offices at the Administrative Center. Checks shall be picked up by the individual (in person), unless the traveler wishes his/her check to be mailed. For checks to be mailed, please write a memo, including address, on the Travel Expense Claim.

(3) Meal cut off hours are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Travel Status Hours | Meal Consume Time | Breakfast | Lunch | Dinner |
| at least 6 | 12:00 am - 10:00 am | Yes | No | No |
| at least 6 | 10:01 am - 4:00 pm | No | Yes | No |
| at least 6 | 4:01 pm - 11:59 pm | No | No | Yes |
| at least 12 | 12:00 am - 4:00 pm | Yes | Yes | No |
| at least 12 | 10:01 am - 11:59 pm | No | Yes | Yes |
| at least 12 | 4:01 pm - 7:00 am | Yes | No | Yes |
| at least 18 | 12:00 am - 11:59 pm | Yes | Yes | Yes |

Travel Expense Claim forms must be completed, approved and submitted to Accounts Payable within five (5) business days after the travel. Reimbursement checks will be completed within ten (10) business days for all properly completed forms.

|  |  |  |
| --- | --- | --- |
| **MILEAGE CHART** | | |
| **ESTIMATED MILEAGE FROM FLAGSTAFF TO VARIOUS LOCATIONS** | | |
|  |  |  |
|  |  | **Mileage** |
| **Locations** |  | **One-Way** |
| Alpine |  | 208 |
| Apache Junction |  | 173 |
| Ashfork |  | 49 |
| Beaver Creek |  | 200 |
| Bisbee |  | 352 |
| Bullhead City |  | 197 |
| Camp Verde |  | 57 |
| Carefree |  | 126 |
| Casa Grande |  | 191 |
| Chandler |  | 165 |
| Chinle | via Kayenta | 265 |
| Chinle | via Winslow | 216 |
| Chino Valley |  | 84 |
| Cholla Lake |  | 81 |
| Coolidge |  | 198 |
| Cottonwood |  | 48 |
| Dilcon | via Winslow | 83 |
| Douglas |  | 375 |
| Durango, Colorado |  | 300 |
| Farmington, NM | via Gallup | 271 |
| Farmington, NM | via Tuba City | 248 |
| Eagar |  | 182 |
| Ft. Defiance | via Gallup | 217 |
| Ft. Defiance | via Lupton | 189 |
| Ft. Huachuca |  | 336 |
| Gallup, NM |  | 186 |
| Ganado | via Holbrook | 177 |
| Globe |  | 234 |
| Goodyear |  | 161 |
| Grand Canyon |  | 78 |
| Greasewood | via Ganado | 191 |
| Greasewood | via Holbrook | 140 |
| Hambalda |  | 94 |
| Heber | via Holbrook | 158 |
| Heber | via Payson | 148 |
| Heber | via Snowflake | 158 |
| Holbrook |  | 91 |
| Jerome |  | 58 |
| Kayenta |  | 151 |
| Keams Canyon | via Tuba City | 179 |
| Keams Canyon | via Winslow | 147 |
| Kingman |  | 161 |
| Lake Havasu City |  | 220 |
| Lake Pleasant |  | 116 |
| Las Vegas, Nevada |  | 263 |
| Luepp |  | 45 |
| Lakachukai |  | 244 |
| Luke Air Force Base |  | 162 |
| Many Farms | via Holbrook | 220 |
| Many Farms | via Kayenta & Mex. Water | 247 |
| Marana |  | 236 |
| Mesa |  | 158 |
| Navajo Mt. | via Page | 230 |
| Navajo Mt. | via Tuba City | 160 |
| Nogales |  | 322 |
| Oraibi | via Winslow | 132 |
| Page |  | 134 |
| Parker |  | 244 |
| Payson |  | 98 |
| Peach Springs |  | 107 |
| Peoria |  | 140 |
| Polacca |  | 139 |
| Phoenix |  | 150 |
| Prescott |  | 90 |
| Rock Point |  | 213 |
| Rough Rock | via Kayenta | 214 |
| Rough Rock | via Many Farms | 259 |
| Safford |  | 306 |
| St. Johns |  | 153 |
| Scottsdale |  | 150 |
| Second Mesa |  | 118 |
| Sedona | via 89A | 27 |
| Sedona | via I-17 | 49 |
| Seligman |  | 70 |
| Shonto |  | 127 |
| Showlow |  | 137 |
| Sierra Vista |  | 332 |
| Snowflake |  | 118 |
| Springerville |  | 183 |
| Tec Nos Pos |  | 224 |
| Tec Nos Pos | via Chinle | 303 |
| Tempe |  | 152 |
| Thatcher |  | 303 |
| Tombstone |  | 327 |
| Tuba City |  | 79 |
| Tucson |  | 258 |
| Tuweep |  | 251 |
| Whiteriver |  | 167 |
| Wickenburg |  | 150 |
| Williams |  | 32 |
| Window Rock | via Gallup | 217 |
| Winslow |  | 58 |
| Yuma |  | 308 |
|  |  |  |
|  |  |  |
|  |  |  |

**Procedures for Obtaining a Fuel Card**

**Prior to Checking out a District Fuel Card**

In order to obtain a Fuel Card from the Finance Department, a properly filled out Fuel Card form must be submitted prior to checking out a District Fuel Card. The requestor shall fill in the blanks on the Fuel Card Form with the following information:

* Name of Requestor
* Purpose of Travel – Name of activity of conference and destination
* Dates card will be used
* Signature of Requestor
* Job Title
* School or Department Name
* Name of Supervisor approving the above trip
* Signature of Supervisor
* Supervisor Job Title
* School or Department Name

**Upon return from travel**

The Fuel card and accompanying documentation needs to be turned into the Finance the following business day upon returning from travel. The requestor shall fill in the blanks on the Fuel Card Form with the following information:

* License Plate # whether a District, Rental or Personal Car
* Beginning Odometer Reading
* Ending Odometer Reading
* Total Miles Driven

If more than one vehicle is filled and the same Fuel card is used, the above information needs to be provided for it as well.

**Duties of the Finance Department**

The Finance Department shall follow the below guidelines to ensure the above requirements are being adhered to:

**Prior to issuing card**

Verify the first boxed portion of the Fuel Card Form is filled out properly and record the following information on the Fuel Card Form:

* Record the card number and Expiration Date
* Signature of Card Issuer
* Job Title of Issuer
* Date Card checked out
* Upon Returning of Card

On the District Credit Card Sign Out sheet the following information needs to be recorded:

* Name of Requestor
* Site or Department
* Date the Fuel card is checked out
* Requestor Signature
* Card and number

**Upon Returning of Fuel Card**

Verify the second boxed portion of the Fuel Card Form is filled out properly and record the following information on the Fuel Card Form:

* Verify the card number returned matches the number issued
* Date Card returned

The Finance Department shall also obtain sales slip or other type of receipt for any fuel purchases made, as well as a copy of an agenda or a schedule from the event which includes the date and times.

On the District Credit Card Sign Out sheet the following information needs to be recorded:

* Date the card was checked in