

Central Consolidated Schools

Group Travel Form

(effective 8/1/2012)

Name of Conference/Workshop: _____

Location of Conference/Workshop: _____

Dates of Conference/Workshop: _____

Travelers to Conference/Workshop:

Name of Attendee	Position	School/Department	Approved by:

Approvals (Note: approval from school principal/department director is required for each attendee. If more than 4 individuals are attending, approval of the Director of Finance is required.)

Director of Finance: _____ Date: _____

Deputy Superintendent: _____ Date: _____

Superintendent: _____ Date: _____

Funding Manager: _____ Date: _____

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Examples of Travel Incidentals

This list is not all-inclusive but should provide the traveling employee with guidance on the types of items that are considered incidentals. Incidentals must be paid for by the traveling employee and reimbursed according to district regulations upon return to the district. Incidentals will be considered for reimbursement only when an original receipt is presented. Lost receipts will not be reimbursed.

Airport/hotel Shuttle	reimbursed when shuttle is required*
Airport Parking	reimbursed when airport parking is required*
Baggage Fees	reimbursed (1 bag each way) when baggage fees are required*
Snacks	included in daily per diem allowance
Meals	included in per diem allowance
Rental car	reimbursed when vehicle is required*
Gas	reimbursed when rental vehicle is required*
Mileage	reimbursed when personal vehicle is used for travel to/from airport or other destination*
Taxi	reimbursed when required due to distance from hotel to conference center (Note: taxi service is not reimbursed for transportation to restaurants, shopping malls, etc.)*
Movie/entertainment	not reimbursable
Hotel minibar items	not reimbursable
Hotel laundry/pressing	not reimbursable
Alcohol	not reimbursable, even if consumed with meal
Spa services	not reimbursable
Gym / locker fees	not reimbursable
Room service	not reimbursable
Internet service	reimbursable for Board and Cabinet only

**Include estimated costs on per diem P.O. for individual employee if services will be required*