

## FREVVO

### DAVIESS COUNTY PUBLIC SCHOOLS TRAVEL AUTHORIZATION/REIMBURSEMENT INSTRUCTIONS

1. Travel is not approved until employee receives confirmation email of approved travel from Principal/Supervisor and Central Office. **Expenses incurred for travel without prior approval are the responsibility of the employee and not the school or district.**
2. Estimate the total cost of the trip and submit to your Principal/Supervisor for approval at least ten (10) days prior to your trip. ALL travel requests must have prior approval of the Principal and Central Office.
3. **LODGING:** Only room costs and parking are reimbursable lodging expenses. Charges for movies, telephone calls, meals and other personal expenses are not approved for reimbursement. Meetings within a 75 mile distance are not approved for overnight lodging expenses or meals. **All hotel reservations/costs are the responsibility of the traveler .**
4. **TRANSPORTATION:** Car rental is not a reimbursable expense without prior approval. Airline reservations should be made by Central Office. Unused airline tickets become the property of the Board and must be returned to Central Office.
5. **MEALS & TIPS:** Reimbursement of meals & tips is based on a per diem rate established by the Board, utilizing the High Rate Areas recognized by the secretary of the Finance and Administration Cabinet for the state of Kentucky. A listing of these High Rate Areas may be found on the district web page ([www.dcps.org/staff](http://www.dcps.org/staff)). Meals provided as part of conference registration fees and local meals are not reimbursable expenses. **Meals purchased while attending one-day meetings are not reimbursable expenses.**
6. **OTHER:** List items such as purchases at conferences, tolls, cab fare, airport shuttle fare, parking fees, etc. in this column. **ITEMS PURCHASED AT A CONFERENCE WILL BE REIMBURSED IF APPROVAL IS RECEIVED PRIOR TO TRIP—SALES TAX IS NOT REIMBURSED!**
7. Central Office/or School Bookkeepers will assign PO numbers when form is received
8. After you have completed the form click submit. This will forward the form to your Principal/Supervisor for approval.
9. After Principal and Central Office have approved your travel you will receive a confirmation email.
10. Within one week of returning from your travel complete the email reimbursement link. List each day and the expenses that pertain to each day in the yellow reimbursement section. Detailed receipts (meals excluded) **must** be uploaded for all reimbursement requests.
11. Sign the form and submit
12. Central Office will review and approve expenses for approval and payment. Out-of-district travel will be reimbursed within ten (10) working days of receipt at Central Office.

#### **PRINCIPAL/SUPERVISOR:**

1. When travel request is received from employee properly completed, Principal/Supervisor will sign the form to indicate approval of estimated travel expenses.
2. Check the funding source for the travel. If a code is not listed, enter the proper code or funding source in the corresponding box.
3. Sign and submit to Central Office.
4. After employee completes travel, upload receipts and submit to Principal/Supervisor for approval.