

**GOODRICH INDEPENDENT SCHOOL DISTRICT
EMPLOYEE TRAVEL & VEHICLE RESERVATION REQUEST**

1) Name: _____

2) Purpose of request: _____

3) Date(s) trip is to be made: _____
(Day of Week) (Month) (Day of Month) (Year)

4) Departure Time: _____ (AM) (PM) Return Time: _____ (AM) (PM)

5) Destination: _____ Number Travelling: _____

6) Mode of Travel: *District Suburban* *District Pickup* *Private Car @\$0.56 cents per mile (if District vehicle not available)*
Administration Suburban *Other Specify: _____*

7) Anticipated Expenses (expense claims require receipts, see guidelines):

<i>Travel</i>	_____	<i>(Private Car-Mileage *\$0.56 Cents)</i>
<i>Lodging</i>	_____	<i>(GSA's Federal Domestic Maximum Per Diem Rates)</i>
<i>Meals</i>	_____	<i>(GSA's Federal Domestic Maximum Per Diem Rates)</i>
<i>Registrations</i>	_____	
<i>Other</i>	_____	<i>Specify: _____</i>
Total	=====	

8) Is a substitute needed: ___ Yes ___ No

Days & time needed: _____ Full _____ Half Day _____ AM _____ PM

9) In case of emergency, list number where you can be contacted: _____

Approval of Supervisor: _____ (Signature) Date: _____

Approval of Superintendent: _____ (Signature) Date: _____

Office Use Only:
=====

MAINTENANCE:
Vehicle Assigned: _____ Mileage at Pickup _____
Date/Time Pick-up: _____ Mileage at Return _____
Date/Time Return: _____ Total Miles _____
Signature: _____

NOTE: SEE PROCEDURES ON BACK

PROCEDURES FOR EMPLOYEE TRAVEL & VEHICLE RESERVATION REQUEST

The Goodrich School District Employee Travel & Vehicle Reservation Request form is to be used by all Goodrich School District personnel requesting permission to travel out of the District. The Employee Travel & Vehicle Reservation Request form is to be completed by the individual requesting permission to travel and submitted to his/her supervisor for prior approval at least one week prior to the anticipated travel. The supervisor will identify the specific budget to charge the travel expenditure. Employee Travel & Vehicle Reservation Request forms approved by the supervisor will be forwarded to the Superintendent's office for final approval, dependent on the availability of funds in the appropriate budget and the appropriateness of the request. The District's expectation is that staff will carpool whenever possible.

GENERAL INFORMATION

- A) All requests must be first approved by your immediate supervisor.
- B) All claims for expenses must be submitted within thirty (30) days of activity.
- C) Reimbursement, within the limits allowed, will only be provided when proper receipts are submitted.
- D) District vehicle(s) are to be used, if available, before reimbursement for private vehicles can be provided, unless prior permission is granted (via Employee Travel & Vehicle Reservation Request form). When more than one person is attending the same meeting/conference, transportation needs are to be consolidated.
- E) Vehicle will be available one hour before travel departure.

TRAVEL GUIDELINES

The following guidelines will apply:

Auto Mileage: \$0.56 cents per mile for travel by auto for employee providing the auto. (January 1, 2021 – December 31, 2021)

Airplane Mileage: \$1.26 per mile (January 1, 2021 – December 31, 2021)

Meals: **Non-overnight Meals**
Non-overnight meals are not allowable for reimbursement.

Overnight Meals (In-State/Out-of-State)

Refer to the GSA's Federal Domestic Maximum Per Diem Rates. For areas not listed (city or county), the rates are:

Up to \$55 per day

\$13.00-Breakfast

\$14.00-Lunch

\$23.00-Dinner

\$ 5.00-Incidentals

First and Last Day of travel is calculated at 75%, which is \$41.25. The district will not reimburse employee for room service fees. (October 1, 2020 – September 30, 2021)

Lodging: Lodging In-State/Out-of-State:
Refer to the GSA's Federal Domestic Maximum Per Diem Rates. For areas not listed (city or county), the rates are not to exceed \$96.00 per night single occupancy. (October 1, 2020 – September 30, 2021)

Hotel and per diem rates will be based on destination. Rates can be obtained by visiting the GSA's Federal Domestic Maximum Per Diem Rates or contacting the business office. The district will pay the Domestic Maximum Per Diem Rates. The employee will be responsible for any amount over the GSA Federal Domestic Maximum Per Diem Rates.