

Detroit Public Schools Community District

Staff Travel Guidelines and Procedures



Detroit Public Schools Community District
3011 West Grand Blvd
Detroit, MI 48202

Table of Contents

- Executive Summary 1
 - General Statement 1
 - Overview of Travel Procedures 1
 - Required Forms and Documentation 1
- Prerequisites for Travel 2
 - Travel Policy and Purpose 2
 - Persons Eligible for Travel 2
 - Authorization Process 2
 - Out-of-State Travel Authorization 3
 - Per Diem – Meals & Incidental Expenses 3
 - Method of Transportation 4
 - Hotels 5
 - Conferences 5
- Prior to Travel 6
 - Payment Methods for Travel Related Expenditures 6
 - Timeline for Travel Pre-Payment Approval 6
 - Procedures Prior to Travel – Out-of-County/State/Country 6
- During Travel 8
 - Retaining Receipts 8
 - Emergency Situations 8
- Returning from Travel 9
 - Reimbursement Deadlines 9
 - Mileage Reimbursement 9
 - Procedures for Returning from Travel 9
 - Errors 9
 - Expenses Incurred Beyond Original Travel Purpose 10
- Definitions 11
- Allowable and Prohibited Expenses 13
- Travel Checklist and Required Forms 15

Executive Summary

General Statement

The District's goal is to ensure that all travel is strategically aligned, critical, processed on time, and cost effective. Your assistance is crucial for successful implementation and compliance of the District's travel procedures for any in-state, out-of-state, or out-of-country travel. These procedures are designed to guide DPSCD travelers in planning travel, filing, and processing travel reimbursement. Failure to follow DPSCD procedures when spending District funds could expose you to personal, financial, civil, and criminal liability, and/or disciplinary action up to and including termination.

Overview of Travel Procedures

The procedures listed below provide a high-level overview of requirements to which all employees traveling with any funding source, including operating and federal funds, must comply:

1. **Budget:**
 - a. All travel must be budgeted. The availability of funds for travel expenses must be verified.
 - b. If travel is not budgeted, travel **cannot be requested or authorized**.
2. **Statement of Need:** requests must include a **Travel Request Form** explaining the need for travel.
3. **Approval/Authorization Process:**
 - a. Administrative Employees: must have approval from the appropriate Cabinet Member and Superintendent before travel commences and/or travel arrangements are made.
 - b. Teachers/School-Based Employees: must have approval from the Principal, Principal Leader, and Superintendent before travel arrangements are made and/or travel commences for out-of-state or out-of-country travel. For in-state travel, approval is needed from only the Principal and Principal Leader.
 - c. Before **any** travel commences, include any reservations and registrations. All approvals must be received before making reservations or paying for registrations. **Note: Out-of-state travel requests must be submitted for approval at least 90 days prior to the anticipated travel date.**
 - d. **All** unauthorized travel will require the employee to reimburse the District. Unauthorized travel refers to any travel lacking any or all required approval signatures.
4. **Requesting Reimbursement for Travel Expenses:** employees must submit the approved **Request for Employee Reimbursement Form**, and any applicable conference agenda and receipts when requesting reimbursement. The approved **Travel Request Form** must also be included when submitting a request. Any missing documentation may delay reimbursement.

Required Forms and Documentation

In addition to the required approval signatures that must be submitted for any travel request, the **Travel Request Form** must be completed and submitted with the following attached information that can be found at the end of this document, along with lists of allowable and prohibited expenses and definitions of terms used throughout this document:

- **Request for Approved Short Term Absence Form(s)**
- Requisitions for transportation, lodging, registration, per diem, etc.
- Official conference/seminar/meeting information displaying location, agenda, registration, hotel, dates and cost.

Prerequisites for Travel

Travel Policy and Purpose

Travel expenses are limited to only those expenses necessarily incurred by the traveler in the performance of any public purpose that is authorized by law to be performed by the School Board and in accordance with DPSCD policies and Internal Revenue Services (IRS) regulations. Failure to follow DPSCD guidelines could result in some or all of your travel expenses being declared taxable income to you. The purpose of any travel should be clear and easily satisfy at least one of the following categories:

- Required training / Professional Development directly related to your job
- Professional activities directly related to your job
- Seminar / Conference directly related to your job

Persons Eligible for Travel

Detroit Public Schools Community District School Board Members, Employees, and Students are eligible for travel. Consultants and advisors to the District that are not directly employed by DPSCD (e.g., SACS committee members and non-public school employees) require a detailed explanation to be included with the **Travel Request Form** stating the benefits to the District. Travel expenses for contracted consultants **must** be paid via purchase order.

Authorization Process

- **Required Signature Approvals:** The **Travel Request Form** must be completed and include the required leadership approval signatures, i.e., Principal Supervisor / Project Manager, Department Head / Other or authorized designee, Cabinet Member.
- **Travel Request Form (Packet):** Completion of the **Travel Request Form** will result in the generation of a review packet which includes the following information and documents:
 - Names of All Travelers
 - **Request for Approved Short Term Absence Form** for All Travelers
 - Travel Destination
 - Proposed Travel Dates
 - Funding Source
 - Total Cost of Travel:
 - Transportation
 - Lodging
 - Registration
 - Per Diem

Completion of the **Travel Request Form** for out-of-county and out-of-state conferences will include the above items, along with the following:

- Conference Destination
 - Conference Agenda
 - Conference Registration
 - Conference Hotel
 - Conference Dates & Proposed Travel Dates
 - Allowable business travel dates should be no more than 1 day before the conference begins and 1 day after the conference end date.
- **Required Supporting Documentation:** all supporting documentation required to substantiate the allowability of the travel request (requisitions, conference agenda, approved absence, grant

application report, i.e., Michigan Electronic Grants System – MEGS) should be included. This documentation must be maintained by the requesting schools or department for audit support.

- **Requisitions:** upon completion of the **Travel Request Form** and generation of the review packet, the requesting school or department must create a requisition via the PeopleSoft Financial System. All travel requests must be aligned with the School Improvement Plan or an approved Professional Development activity. The completed packet with the **Travel Request Form** must be uploaded and attached to the requesting department's requisition in PeopleSoft for review, approval, and processing of the grant funded travel request.
- **PeopleSoft Approval:** Finance will review the details of the requisition and the attached **Travel Request Form** to determine if the conference/travel and expenses are compliant (i.e., an allowable use of the specific funds). Procurement & Logistics will review the details of the requisition to determine if the conference/travel and expenses are compliant with District policies.

Out-of-State Travel Authorization

District funded out-of-state travel requires approval by the Superintendent, the School Board, and the Financial Review Commission (FRC). Any staff member planning for out-of-state travel **must** submit requisitions, including approved documentation with appropriate Supervisor and Superintendent approval, to the finance department (travel.request@detroitk12.org) **at least 90 days prior to the anticipated travel**. Materials submitted with less than a 90-day notice **will not be considered**.

After the FRC approves or denies the request, the Office of Finance will contact the cabinet level member who requested the out-of-state travel with the FRC's decision to grant or deny the request. If the request was approved, the cabinet level member can proceed with submitting the request to the appropriate approving departments. Following approval, the requisition, along with supporting documentation, will be routed to Procurement and Logistics for further processing.

Any out-of-state travel funded through private funds, student fundraisers, PTOs, etc., will still require 90-day notice and Superintendent and School Board approval, but does not require FRC approval. The use of general revenue for out-of-state travel is discouraged.

Procurement and Logistics evaluate the request and notify staff of final approval or denial decision. Upon receiving notification of approval, staff are authorized to incur costs for out-of-state travel.

Per Diem – Meals & Incidental Expenses

Meals and incidental expenses are calculated using federal per diem allowances. The maximum meals per diem expenditure rates are prescribed by federal and state regulations for reimbursement of meal and snack expenses incurred during business travel. Meals **may not** be charged to the District's procurement card. **Meals are not authorized for in-area or one-day travel**. Travelers requesting prepayment for per diem allowances must submit requisitions at least **90 days** prior to travel.

Use the following guidelines to locate the current per diem rate:

- Go to the GSA web site and navigate to the *Per Diem* rate look-up (<https://www.gsa.gov/travel-resources>)
- Use the drop-down menu to select the State. Enter the City (optional), and click *Next* button
- When prompted on the *Would You Like To* step, click *Look Up Rates* button
- At the *Select Fiscal Year* step, confirm correct current fiscal year and click *Look Up Rates* button
- Navigate to the *Meals & Incidentals (M&I) Breakdown* table and review to obtain current per diem rates, including rates for first & last day of travel

Method of Transportation

Each employee is required to travel by the most economical means available, and all travel must be by a usually traveled route. If a person travels by an indirect route for his/her own convenience, any extra cost shall be borne by the traveler, and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. In selecting the most economical method of travel, the traveler must consider: (1) the nature of the business; (2) the most effective and economical means of travel considering time of the travel, cost of transportation, and per diem or subsistence required; and (3) the number of persons making the trip and the amount of equipment or material to be transported. If the travel exceeds 400 miles one way, the cost of the travel will only be reimbursed at the lowest cost method of travel (usually airfare). **Upgrades and/or additional travel insurance of any kind are not covered by the District.** Any fees incurred outside the scope of travel will be deducted from the traveler's payroll.

For audit purposes, when there is a change in the mode of transportation on a single trip resulting in a private vehicle being driven, a memo should accompany the reimbursement request explaining the inconsistency. Travelers will be billed for any increased costs of travel without an attached explanation.

Rental Cars

Rental cars require Superintendent approval and are not eligible for pre-payment. Only sub-compact or economy sized vehicles are allowed, unless four or more DPSCD employees are traveling as a group in which case full-size vehicles or vans are permissible. Any tickets, traffic, or parking violations will not be paid for by the District.

Privately Owned Vehicles

The Department Head/Principal may authorize the use of a privately-owned vehicle and pay the mileage allowance rate even if a publicly owned vehicle is available. Mileage costs will be reimbursed per IRS current mileage rates, which are available on the GSA website (<https://www.gsa.gov>). Reimbursement for expenditures relating to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used.

Commercial Airlines

DPSCD Board Policy 6550: Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Unused, Lost, or Cancelled Airline Tickets: travelers are responsible for unused or lost tickets if they were obtained on a traveler's personal credit card or the District's procurement card. Unused tickets must be returned to the issuing airline or travel agency for credit. Lost or unused ticket costs charged to the District's procurement card may be reimbursed to the District, unless the non-use was in the best interest of DPSCD.

If a flight needs to be cancelled for a non-refundable fare, cancel the flight immediately. To verify the cancellation fee is allowable, the traveler must file a **Request for Employee Reimbursement Form** including a justification stating the business reason for the cancellation. If a ticket is cancelled for the convenience of the traveler, the traveler must pay the cancellation fee.

Non-refundable Tickets: penalties for cancellation of discounted tickets, referred to as "non-refundable" tickets, may be paid from DPSCD or Federal Project funds **only if** the cause for cancellation is in the best interest of the District. Although the savings realized from the use of such tickets may be considerable,

personnel must keep in mind that the penalties for cancellation are generally substantial. Travelers shall carefully evaluate the circumstances and risk of cancellation prior to the purchase of non-refundable tickets to minimize or avoid any potential cancellation penalties. When a Department Head/Principal determines that it is in the best interest of DPSCD to cancel a “super saver” ticket and pay the cancellation penalty, justification detailing the circumstances necessitating payment of the penalty from District funds must be included with the request submitted for payment of the cancellation penalty.

Baggage Claims/Fees and Seat Preferences: due to rising fuel costs, most airlines now charge fees for any checked baggage. Travelers should make every effort to keep these costs as low as possible. Additionally, travelers **may not elect seat preference for an additional fee.**

Hotels

Hotels should be the lowest cost option within a reasonable distance of the travel destination. Exceptions to this must be approved by the Superintendent (e.g., conferences in hotels, distance, etc.). When submitting receipts for lodging expenses, receipts must show the name and address of the establishment, the name of the traveler, daily rate and applicable taxes, and the dates checked in and out. Additionally, the following requirements must be met:

1. The hotel receipt must be either marked paid or have a zero balance.
2. Lodging expenses are not tax exempt outside the state of Michigan. Travelers are allowed to pay or authorize charges for any taxes charged by the hotel, and any such charges paid with personal funds may be submitted for reimbursement.
3. If a safe charge is mandatory, it is an acceptable expense. If it is an optional charge, it is the responsibility of the traveler and must be reimbursed to the District if elected.
4. If there is a mandatory hotel parking charge, it should be included on the itemized hotel receipt. Self-parking is required when available.
5. Justification may be requested by Accounts Payable if hotel rates are deemed excessive.

When multiple travelers share a hotel room and the bill is paid by one traveler, the paying traveler must submit the original hotel receipt with a zero balance. When multiple travelers have separate rooms and one traveler pays the hotel bill for all, the paying traveler must submit the original hotel receipts for **all** rooms with a zero balance. Any travelers whose hotel bills are being paid by another traveler must include a statement with the reimbursement request explaining “*hotel room shared with or paid by John/Jane Doe.*”

Conferences

Registration fees cannot be collected by the Department for any Department-sponsored conference. Public funds may only be used for attending conferences or conventions when all the following apply:

1. The main purpose of the conference or convention is in connection with the official business of DPSCD and directly related to the performance of statutory duties and responsibilities of the participating department/school.
2. The activity provides a direct educational or other benefit supporting the work and public purpose of the attendee.
3. The duties and responsibilities of the attendee are compatible with the objectives of the conference or convention.
4. The request for payment of travel expenses is otherwise in compliance with these procedures. If the conference does not accept credit card payment, the registration fee may be pre-paid or reimbursed. When a traveler is authorized to attend conventions, conferences, workshops, etc., or when a registration fee is paid, the original **Travel Request Form**, a copy of the registration receipt, and a copy of the agenda must be submitted with any reimbursement requests.

Prior to Travel

Payment Methods for Travel Related Expenditures

Approved District travel expenditures may be paid using any of the following methods: (1) DPSCD Purchase Order; (2) Travel advance using a requisition obtaining Accounts Payable Check; or (3) Travel reimbursement obtaining Accounts Payable Check. **Note: Travel Agent itemized POs are issued to external suppliers and are not pre-paid. Procurement cards cannot be used for unauthorized travel expenses.**

Timeline for Travel Pre-Payment Approval

1. **Requestor** must obtain all required signatures for the **Travel Request Form** (with all required supporting documentation) and **Request for Approved Short Term Absence Form** to begin the approval process.
2. **Requestor** enters all requisitions stating that pre-payment is requested for any registration, airfare, lodging, per diem, and other allowable requests into PeopleSoft **at least 90 days** prior to all travel. Requisitions must have the appropriate forms and documentation attached and go through the following review and approval process:
 - a. **Department Approval**
 - b. **Grant Approval** (where applicable)
 - c. **Buyer Approval (NOTE: Processing requisitions received by Procurement without a supplier in the system will add at least 5 days to processing time)**
3. **Superintendent and School Board** must receive the request **at least 90 days** prior to **out-of-state/country** travel. **Superintendent, School Board, and FRC approval is required for any out-of-state/country District funded travel** (note: FRC approval is **not** required for in-state travel).
4. **Procurement and Logistics** will process pre-payment requisitions that have received Departmental and Finance Grant Compliance approvals and forward Purchase Order to Accounts Payable **15 days** prior to travel. **Note:** Requisitions have not arrived in Procurement until **all relevant departments** have approved the requisitions.
5. **Requestor** should schedule a time with Accounts Payable **2 weeks** prior to **all** travel to confirm a date and time to receive pre-payment check. Checks are available for pickup between 3:00 – 4:00pm Monday through Friday, and requestors must bring their ID and Purchase Order number.

Procedures Prior to Travel – Out-of-County/State/Country

The steps described in the *Outline of Travel Procedures* section under **Executive Summary** must be followed in preparation for a trip to receive subsequent reimbursement of travel expenses. Utilize the *Traveler's Checklist* on page 15 in conjunction with these steps.

Out-of-Country Travel

When planning to travel outside of the country, check the U.S. State Department website to ensure there are no travel warnings for the destination. Travelers should also review the Center for Disease Control and Prevention's recommended vaccines and list of disease outbreaks by calling 1-877-394-8747 or visiting <https://www.cdc.gov/travel>.

Travelers are recommended to sign up for the free Smart Traveler Enrollment Program (formerly known as “Travel-Registration” or “Registration with Embassies”) to receive the latest travel updates and information. Upon signing up, travelers will automatically receive the most current information for the country, including any updates regarding travel warning or alerts. Enrolling in this program will assist travelers in locating an embassy or consulate location in the event of any issues.

For travelers with a pre-existing medical condition for which medication must be taken, travelers must check to ensure the medication is legal in the destination country. The embassy of the country can provide this information.

In the event that the State Department advises that travel to the requested country is prohibited or restricted, Risk Management will attempt to notify travelers. Additionally, if the Director of Homeland Security changes the alert status of the requested country to ‘Imminent Threat,’ the Office of Risk Management and/or the Superintendent reserve the right to cancel the trip in its entirety.

All DPSCD employees traveling out of state or out of country are covered by AIG District-Provided Travel Assistance and Accident Coverage, with the following notable coverages:

- Worldwide Travel Assistance
- Emergency Travel Assistance
- Personal Security Services
- VIP Personal Assistance Services
- Accident Medical Assistance

For any questions regarding Travel & Emergency Assistance coverages, contact AIG Travel Assistance Services toll-free at 1-877-832-3523, internationally at 1-715-295-9817, or via email at assistance@aig.com.

For questions related to passport applications and procedures, foreign and U.S. visa information, travel publications (including pamphlets and links to several U.S. embassy and consulate websites), etc., please visit <https://travel.state.gov>.

During Travel

Retaining Receipts

Original receipts are required for travel reimbursement and must be submitted with the **Request for Employee Reimbursement Form**. If an original receipt is not available, the following statement must be on the receipt copy with a date and signature from the individual requesting reimbursement:

“Original receipt is not available – this obligation has not been previously paid or submitted for reimbursement.”

While traveling, receipts are required for reimbursement for the following:

1. Taxi fares (including Lyft, Uber, or other available ride share services).
2. Storage, parking, and tolls.
 - a. **Note:** When traveling by car, travelers **must** retain receipts for any toll fees. Any unpaid toll fees and/or late charges will not be reimbursed.
3. Baggage fees.
4. Communication expenses (telephone calls, fax, and postage/ mailing fees. A statement that the expense was “business related” must appear on the **Request for Employee Reimbursement Form** or noted on the receipt)
5. Actual amount paid for mandatory valet parking.
6. Receipts or cancelled checks for registration fees paid by the traveler.
7. Laundry, dry cleaning and pressing expenses can be reimbursed when official travel extends beyond seven (7) days and such expenses are necessarily incurred to complete the official business portion of the trip.
8. Passport and visa fees required for travel.
9. Currency exchange fees necessary to pay official travel expenses.
10. Actual cost of maps necessary to conduct official business.
11. Actual cost of fuel for rental cars (fuel **may not** be purchased for rental cars with the District procurement card).
12. Internet fees incurred for business purposes (may be included on the hotel receipt).
13. Special circumstances as approved by management.

Receipts are **not** required for the following:

1. Actual tips paid to taxi drivers. Tips shall not exceed 15% of the taxi fare and must be noted on the taxi fare receipt.
2. Actual tips paid for valet parking (only allowable when self-parking not available). This amount shall not exceed \$1.00 per occasion.
3. Porter charges shall be reimbursed at \$1.00 per bag or box and shall not exceed \$2.00 per occurrence.
4. Meals (Per Diem will apply, see *Per Diem* section under **Prerequisites for Travel**).

Emergency Situations

When a public officer, employee, or authorized person is required to travel on personal time due to an emergency, such person may be reimbursed for travel expenses incurred in traveling from the actual point of origin to the destination. Request for reimbursement of travel expenses pursuant to this reason shall contain an explanation of the emergency necessitating the travel.

Returning from Travel

Reimbursement Deadlines

All reimbursement requests for **any travel** must be submitted to Accounts Payable **no later than 15 days from the last date of travel**. Travel reimbursement requests received after the deadlines may not be accepted and may result in the forfeiture of reimbursement to the employee.

Mileage Reimbursement

For purposes of mileage reimbursement, all travel shall be deemed to have commenced at the lesser of the traveler's *constructive point of origin*, traveler's residence, or the place where the travel actually commenced. A map showing directions is required to support out-of-county mileage reimbursement.

Complimentary Mileage

Any complimentary mileage must be so noted with the reimbursement request, giving total mileage and the name of the traveler that provided the complimentary mileage. No traveler shall be allowed reimbursement for either mileage or transportation expenses when he/she is gratuitously transported by another traveler who is entitled to reimbursement for such expenses.

Vicinity Mileage

Vicinity mileage necessary for conducting official business is allowable but must be shown as a separate item on the Travel Expense Report in the **Request for Employee Reimbursement Form**. Vicinity mileage is determined by applying the lesser of the "point of origin or headquarters" rule (**only applies to out-of-county/out-of-state travel**).

Travelers may not claim more mileage than was incurred as a necessary business travel expense. A written explanation must be provided when vicinity mileage exceeds 40 miles in one day. Due to unusual travel needs, the location of the traveler's work location, or circumstances beyond the traveler's control, deviation from these procedures may at times be necessary. When such a deviation is required, the appropriate Supervisor's approval should be obtained in writing and included with the reimbursement request.

Procedures for Returning from Travel

For travel within the proximity of the Metropolitan Detroit Area, travelers are required to return home or to their work location the same day. In addition to the required supporting documentation that must accompany travel reimbursement requests described in the *Authorization Process* section under **Prerequisites for Travel**, all travelers utilizing a procurement card for expenses must provide the following attachments: (1) itemized receipts; (2) copy of approved **Travel Request Form**; (3) copy of the Conference Agenda; and (4) copy of the approved **Request for Employee Reimbursement Form**. Travelers should retain copies of receipts and the approved **Request for Employee Reimbursement Form** for their own records.

Errors

When review of a reimbursement request by the Accounts Payable department reveals an error, the individual auditing the request will make any necessary corrections and process the request. Errors that can be corrected include mathematical errors, incorrect map mileage, and incorrect per diem amounts. Any other errors (e.g., missing signatures of traveler, supervisor, project manager, etc.) may necessitate

the return of the reimbursement request to the traveler/preparer. Travel reimbursement requests returned by Accounts Payable will be deemed received once all corrections are made and the reimbursement request is returned back to Accounts Payable. No priority is guaranteed in processing a returned request.

Accounts Payable reserves the right to reduce or increase reimbursement requests for errors, incorrect claims, costs of unallowable procurement card charges, etc. The traveler has the right to dispute such adjustments and can request further review of any discrepancies. The final review and ruling will be completed by the Director of Accounts Payable.

Expenses Incurred Beyond Original Travel Purpose

When travel involves “off District time,” and the receipts reflect different dates than those on the Travel Expense Report included with the **Request for Employee Reimbursement Form**, please indicate that “*traveler actually returned/depended on _____(date) for personal convenience.*”

Definitions

Actual Point of Origin: The geographic location where the travel begins.

Approval: May include, but not limited to, the traveler's immediate Supervisor, Principal Supervisor, Grant Administrator, Superintendent, and/or Financial Review Commission.

Authorized Meal Allowance: Amount employee is authorized to spend for meals using District funds during the approved travel period (see *Per Diem*).

Authorized Person:

1. Detroit Public Schools Community District Board members, Superintendent and Board Auditor.
2. Detroit Public Schools Community District employees as directed by their Supervisor to travel for the benefit of the District.
3. A person other than a public officer or employee who is authorized by the District to incur travel expenses in the performance of official duties.
4. A person who is called upon to contribute time and services as a consultant or advisor.
5. Detroit Public Schools Community District students.

Class of Travel: Type of travel, such as in- or out-of-county, out-of-state, or out-of-country.

Common Carrier: Train, bus, commercial airline operating scheduled flights, or rental cars from an established rental car firm.

Comp-rod with: Only applicable if traveler is accompanied by someone else in the same motor vehicle.

Conference: The coming together of persons with a common interest or interests for deliberation, interchange of views, or for the removal of differences or disputes and for discussion of their common problems and interests. The term also includes similar meetings, such as seminars and workshops, which are large, formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem(s). This term does not include the coming together of a department/school or the personnel assigned to the department/school.

Constructive Point of Origin: The place where the majority of the work of the traveler is performed. DPSCD employees who report less than 60% (3 days/wk.) to a defined worksite shall be considered to have various constructive points of origin. For reimbursement purposes, the constructive point of origin for such employees shall be the first official duty location for the workday.

Convention: The assembly of representative groups or persons coming together for the accomplishment of a purpose of interest to a larger group or persons. This term does not include the coming together of a department/school or the personnel assigned to the department/school.

Dates From-Through: Dates that travel begins and ends.

Department/School: Cost center where the employee is assigned.

Department Head/Principal: The highest decision-making authority of a school or department.

Destination: City and state of travel destination.

Employee: An individual, other than an officer or authorized person as defined, who is filling a regular or full-time authorized position and is responsible to the department head/principal.

Hour of Departure and Return: Indicate the actual hour of departure and, on the final return trip, the actual hour of return. When applicable, indicate the times during the trip when you leave official travel status (off per diem) and recommence official travel business (on per diem). As a general rule, a traveler shall be permitted up to three hours to commute to and from the airport.

In Area Travel: Travel to another destination to conduct official DPSCD business within the boundaries of Metropolitan Detroit Area.

Metropolitan Detroit Area: The federal Office of Management and Budget (OMB) defines the Detroit–Warren–Dearborn Metropolitan Statistical Area (MSA) as the six counties of Lapeer, Livingston, Macomb, Oakland, St. Clair, and Wayne.

Mode of Travel: How travelers will reach their destination (i.e., air, rental car, personal auto, bus, train).

Most Economical Class of Transportation: The class having the lowest available fare.

Most Economical Method of Travel: The mode of transportation (privately owned vehicle, common carrier, etc.) designated by a department head/principal in accordance with Travel Policy below:

“All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The agency head or his or her designee shall designate the most economical method of travel for each trip.”

Officer or Public Officer: An individual who, in the performance of his/her official duties, is vested by law with sovereign powers of government and who is either elected by the people or commissioned by the Governor and has jurisdiction extending throughout the state, or any person lawfully serving instead of either of the foregoing two classes of individuals as initial designee or successor.

Out of Metropolitan Detroit Area: Travel to another destination to conduct official DPSCD business outside the Metropolitan Detroit Area.

Out-of-State: Travel to another destination to conduct official DPSCD business outside of Michigan.

Per Diem: Authorized fixed meal and incidental expense rates for travelers.

Personnel Number: Traveler’s Detroit Public Schools Community District employee number.

Purpose/Benefit to DPSCD: Brief explanation of travel purpose and benefit to the District. Acronyms and nonstandard abbreviations for programs or organizational units within an agency should not be used in supporting documentation unless a written explanation is included. E.g., “JTPA” should be “Job Training Partnership Act.”

Travel Expense: Necessary expenses and actual expenses while traveling; the usual, ordinary and incidental expenditures necessarily incurred by the traveler.

Travel Performed: Locations where travel was performed. Each location must be listed on the **Request for Employee Reimbursement Form** regardless of the duration of travel. Each location visited during the day’s travel in which official business was conducted, regardless of the frequency traveled to each city, must be listed.

Travel Period: The period between the time of departure and time of return.

Traveler: School Board official, public employee, or authorized person when performing authorized travel.

Allowable and Prohibited Expenses

Allowed Travel Expenditures:

Type of expense	Allowable Expenditure	Unallowable Expenditure
Airfare	Commercial aircraft Coach fare only	Added trip leg made for personal purposes First-Class Seats Flight Insurance Travel in Private Plane
Baggage-Handling Tips		Not Allowed
Baggage Fees	One Checked Bag	More than one checked bag
Car Rental	Requires Superintendent Approval Approval required if travel is Grant Funded. Sub-Compact Car Economy Car Mid-sized Car or equivalent	Car rental insurance Luxury Car or SUV Full-sized car or Van – unless 4 or more DPSCD employees are traveling as a group Traffic violations or tickets
Entertainment expenses	Must be for explicit business purpose only	Expenses for non-business (personal) entertainment
Faxes (sent or received)	Faxes pertaining to DPS business Faxes of emergency nature	Faxes pertaining to personal business
Laundry/Valet services	May be claimed only by employee away from home more than 7 days	May not be claimed by employee away from home for less than 7 days
Lodging	Standard Room Room in deluxe hotel only if hotel is hosting the business function	Deluxe or extra-large rooms or suites Costs for items and/or services other than room and tax. (e.g., room service and video rentals)
Local transportation (taxi, shuttle, subway, etc.)	Fares to and from your accommodations and your business location(s) and appointments Tips provided during business travel should be paid for using the per diem or personal funds	Fares, including tips, for personal trips
Meals and Snacks	Normal and customary meals and snacks Reimbursed by the applicable per-diem rate only	Alcoholic beverages Payment of excess of the per-diem (or partial day per-diem) allocation
Mileage	Use of your personal vehicle for DPSCD business for employees required to travel as a regular part of their job	For non-business miles
Parking fees	Parking Fees	Parking fines or tickets
Registration Fees	Allowable	
Telephone Calls	Calls of an emergency nature Report changes in travel plans to your supervisor and family	Calls of unreasonable duration Extensive number of phone calls.

Prohibited Expenditures

In general, any expenses not directly incurred for the business purpose of the trip are not allowed. The following list includes, but is not limited to, examples of travel expenses that will not be reimbursed:

- Alcoholic beverages
- Barber Services
- Books (for leisure)
- Candy/Gum
- Cigarettes
- Entertainment expenses – unless for an explicit DPSCD business purpose
- Expenses for spouse, family member(s), or travelling companion
- In Room Movies/Video Rentals
- Health Spas
- Car Rental Insurance
- Laundry/valet services for employees away from home for less than seven days
- Magazines/Newspapers
- Medical Services
- Personal losses (money, transportation tickets, personal belonging, etc.)
- Personal property insurance
- Room Service
- Traffic Violations
- Travel Insurance

Travel Checklist and Required Forms

TRAVELER CHECKLIST	
	PRIOR TO TRAVEL
	Verify funds are available to cover travel expenses.
	Complete required travel forms. Forms are attached to this document.
	Obtain approval to travel. <ul style="list-style-type: none"> • In Area Travel must be approved by immediate supervisor. • Out-of-Area Travel must be approved by Cabinet Member prior to travel. • Out-of-State/Country Travel must be approved by the Board, Superintendent and FRC prior to travel.
	Once appropriate approval is received for travel, make applicable travel arrangements: <ul style="list-style-type: none"> • Airfare • Hotel Reservations • Rental Car Reservations • Registration
	Commence with travel.
	Retain original itemized receipts and invoices for all expenses.
	Retain a copy or the original conference agenda (if applicable).
	POST TRAVEL
	Travel reimbursement requests must be submitted to Accounts Payable no later than 15 days after the date of return from travel. Failure to adhere to these deadlines may result in non-reimbursement of travel expenses.
	Complete Request for Employee Reimbursement Form attached to this document. <ul style="list-style-type: none"> • Include a copy of the conference agenda (when applicable) when submitting the reimbursement request. • Include all dates of travel on the Travel Expense Report (part of the Request for Employee Reimbursement Form). • Provide the hour of departure and return for out-of-county, out-of-state, or out-of-country travel. • Enter applicable mileage and attach a map showing the directions for the route traveled. See the <i>Mileage Reimbursement</i> section for calculating allowable mileage. • Attach original, itemized receipts for all items for which you are requesting reimbursement (except for items that do not require receipts i.e. porter tips, etc.). See the <i>Retaining Receipts</i> section for items that require receipts. • Attach a copy of the approved Travel Request Form for out-of-county, out-of-state, or out-of-country travel.
	Review the travel statement and sign the reimbursement request cover sheet.
	Submit completed packet with supporting documentation and original signatures to Accounts Payable.
	REIMBURSEMENTS are paid within 60 days of Accounts Payable receiving the completed reimbursement request. Employees will be reimbursed via direct deposit.

DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT

Travel Request Form

SCHOOL/DEPT: _____ PRINCIPAL/DEPT HEAD: _____

NAMES OF ALL TRAVELERS TO THIS EVENT FROM THIS LOCATION:

(In general, for non-student travel, no more than 3 people should travel to an event from the district. If traveling with more than 5 individuals, attach a list of names of all travelers to this sheet)

1. _____ 4. _____
2. _____ 5. _____
3. _____

Travel Destination (City & State): _____ Dates: _____

Funding Source: Grants Other (please describe): _____

Registration: \$ _____ Transportation: \$ _____ Lodging: \$ _____

Per Diem: \$ _____ Rental Car (requires Superintendent signature): \$ _____

Account String: _____ Total Cost of Travel: \$ _____

Type of Travel: Student Trip Conference/Seminar Other

Brief Description/Purpose: _____

To be approved for a grant, travel must be included in an approved grant application (see #3).

This request also meets the following criteria:

- 1) Staff listed above are chaperoning students at a grant-funded activity outside of the tri-county area.
- 2) Travel is related to professional development in an approved School Improvement Plan.
- 3) Travel is included in an approved grant application.
- 4) Other considerations:

NOTE: Out-of-state/country travel requires superintendent approval.

Additional Audit Requirement: maintain supporting travel documentation to include hotel check-out bill and/or boarding passes (airplane, train, bus) for five years. Other receipts or documents that demonstrate actual attendance could be substituted, but they may not be considered as reliable. Auditors and field monitors may ask to view this supporting documentation during the course of an operational or fiscal review.

ATTACH THE FOLLOWING:

- 1) Copy(ies) of signed Approved Absence form(s).
- 2) Official conference or meeting information displaying location, agenda, and costs.
- 3) Requisitions for transportation, lodging, registration, per diem, etc.
- 4) Requisition Numbers: _____

Do Not Write Below This Line (For Approval Only)

Principal Leader/Project Manager _____

Date _____

Department/Office Head _____

Date _____

Division Head/Cabinet Level _____

Date _____

Superintendent (if applicable) _____

Date _____

**Detroit Public Schools Community District
Request for Short Term Absence**

To be completed by employee:

Date Submitted: _____

Employee Name: _____

Empl ID: _____

Home Phone: _____

Payroll Location: _____

Location Code: _____

Absence Start Date: _____ End Date: _____

Total Number of days _____

I certify that this absence was due to the reason checked. I request that this be authorized in accordance with the rules and regulations of the Detroit Public Schools.

Signature: _____

Indicate Reason For Absence:

- Limited to the duration of the job-related event: (1 – 5 days)

Seminar/Conference Prof. Development Union Business/Delegate

- Limited to a total of 1 -5 days, ***paid or unpaid***-depending on availability of bank days:

Wedding Personal Emergency Bereavement/Funeral Personal Business Court Summons
(Non-Board related)

Vacation Days: Annual Entitlement _____ # Previously Used _____ # This Request _____ Balance _____

Personal Illness: Annual Entitlement _____ #Previously Used _____ # This Request _____ Balance _____

- **Unpaid:**

Military Duty Unspecified Personal Business
(Limited to 1 day to 4 weeks) (Limited to 1 – 5 days)

- Limited to duration of summons, paid-with valid court documentation:

Jury Duty Court Summons/Subpoena (Board related)

I hereby **authorize** the employee to be absent from the worksite for the period and reason specified above. *

I hereby **deny** the employee's request to be absent from the worksite for the period and reason specified above.

Worksite Administrator (Please Print)

Date

Signature of Administrator

*The absence has been recorded into Sub Finder? Yes No

To be completed by the Worksite /Department Secretary

Date received from Worksite Administrator: _____ Payroll Roster/Time Sheet Code: _____

Instructions

For the employee:

1. Submit the completed form to the Worksite/Department Administrator at least 3 weeks in advance when possible.
2. Obtain a copy of the approved absence from the Worksite Administrator/Payroll Secretary.
3. On the first day of absence, call the Sub-Finder to report absence.

For the Worksite Administrator:

1. In certain instances, e.g., personal emergencies, the employee may not be able to complete the form in advance for approval. The employee should contact the Worksite Administrator to report the absence and the Administrator can complete the form on behalf of the employee or the employee will complete upon their return.
2. The Worksite Administrator must enter the absence into Sub-Finder. The Worksite Administrator should approve or deny request within 72 hours after submission.
3. The completed form should be retained at the worksite location of the employee requesting the absence. **It is not necessary to send a copy of this form to the Division of Human Resources or to the Office of Payrolls.**

For the Worksite Payroll Secretary:

1. Use appropriate pay codes on the timesheet.
-

Please be advised that, for purposes of liability insurance, it is not required that an Approved Absence form be completed for field trips or other off-site activities, as long as attendance is with the written permission of their supervisor.

Employees of the District are insured for the reasonable actions that they take on behalf of the District, in accordance with the scope of duties assigned to their job classification and those that may be assigned to them by their supervisor.

Process Description

1. Employee completes “Request for Approved Short Term Absence” in advance, indicating reason for absence and duration and submits to worksite/department administrator. *(Note: If reason is for union business/delegate, employee must submit authorization letter signed by union official with request).*
 2. Worksite/Department Administrator reviews form and approves or denies employee’s request within 72 hours after submission.
 3. Worksite Administrator returns request form to the employee with a signed denial or provides worksite payroll secretary with a signed approval.
 4. Worksite payroll secretary receives approved absence request form from worksite/department administrator.
 5. Worksite payroll secretary provides copy of request form to employee.
 6. Employee calls absence into Sub-Finder system to record absence.
 7. Employee submits a copy of approved short term absence form with request for expense reimbursement to the office providing funding.
 8. Worksite payroll secretary uses approved form as source document to assign appropriate payroll code on Payroll Timesheet.
 9. Payroll secretary forwards timesheet to the Office of Payrolls on scheduled pay period date and maintains form on file for record keeping and reference purposes.
 10. Office of Payrolls processes employee pay based on timesheet code provided by worksite/department payroll secretary.
-

Invoice # _____
Accounting Use Only

Detroit Public Schools Community District Request for Employee Reimbursement Cover Sheet

Use this form as a cover sheet to process employee reimbursement requests.

*Name (Payee) _____

*Vendor # _____

Note: If you do not have a vendor number, please contact the Office of Procurement and Logistics at 873-6531.

*Account # _____
Fund Department Function Program Sub Program F-S Grant

*Address

Total Amount Due \$ _____

Staple all necessary documentation (e.g., original receipts, copies of checks, approved absence form, travel expense voucher, etc.) to this cover sheet.

*Prepared By: _____ Date: _____

*Approved By: _____ Date: _____

*Approved By: _____ Date: _____

Note: This reimbursement **cannot** be processed without supporting documentation. Make copies and retain for your records. Forward this cover sheet with attachments to: OFFICE OF ACCOUNTING – ACCOUNTS PAYABLE, 11TH FLOOR, FISHER BLDG.

*Reason for Reimbursement

Detroit Public Schools Community District Travel Expense Report

Employee Name: _____ Dept: _____

Address: _____

Date	Expense Description/ Trip Purpose	Transportation	Lodging	Meals	Sundry	Total Expenses
GRAND TOTAL - ALL EXPENSES						
LESS ADVANCES RECEIVED						
BALANCE DUE: DPS ME						

Approved By: _____ Checked By: _____

- NOTES:**
1. List all expenses chronologically
 2. Attach receipts in the order listed to back, upper left-hand corner
 3. Entries for meals must be supported by “Business” meals or “Entertainment” detail

Signature: _____ Date: _____