

Millington Municipal Schools

Travel Procedures Guide

Authorization For Travel Form:

Complete an "Authorization For Travel" form. Make sure to get all required signatures. Submit completed form to Finance Dept. **prior** to date of travel. Authorizations for Travel forms are necessary for **any** travel for which the Board will be paying expenses (example: Conference fees, travel reimbursement for out of town travel and mileage)

Registration Fees:

When possible, complete (in advance of travel) a purchase requisition for registration fees for conferences, training, etc. You will then be given a purchase order to use for registering. If the organization will not accept a purchase order and immediate payment of registration fees is required, employee may "check out" the credit card from Finance to make the payment of the registration fees.

Hotel Reservations:

Check out the credit card from Finance to make any necessary hotel reservations (make sure to inform the hotel you are with a school district and are tax-exempt for sales taxes)

If you are staying at the hotel where the conference/training is being held then use the rate that is offered for the blocked-off rooms. When not staying at the same hotel where the conference/training is being held, request to get the rate offered by that hotel for official state travel. If no such rate is available, shop various hotels in the area to get the cheapest rate possible.

When making hotel reservations do not use "booking companies" (example: Expedia, Travelocity, etc.) or agree to pay any charges in advance of the stay. Make sure to tell the hotel that you are making the reservation for a school district and that a sales tax exemption certificate will be presented at check-in.

Parking expenses will be reimbursed using the current state rate. If not included on the hotel bill, parking receipts should be submitted with employee travel expense report.

Day Prior of Travel:

Check out the credit card from Finance to use for paying the hotel charges. Also request from Finance a "Sales Tax Exemption Certificate" to supply to the hotel so that no sales taxes are charged. All meals and mileage reimbursements will be paid upon return and with the employee's completion of a Travel Expense Report. Meals and mileage are paid on a state approved per diem basis and using the state approved mileage rate.

After Return from Travel:

Turn in district credit card ASAP (if applicable). Complete a Travel Expense Report within 3 days of completion of travel and return to Finance for reimbursement. **IMPORTANT: Attach a copy of the meeting itinerary and the hotel receipt to the Travel Expense Report.** It is not necessary to attach any meal and gasoline receipts. Employees will be paid mileage reimbursement (state rate) for using their personal vehicle and a state per diem rate for meal reimbursement. If any registration fees were paid by the employee, list those on the Travel Expense Report and attach a copy of the receipt.