



# YKSD TRAVEL PROCEDURES

## General Travel Guidelines

1. All travel for meetings, professional development, and to sites must be preapproved by the Superintendent before tickets are purchased or reservations are made committing district funds. Approval will be obtained through the requisition process or through Absence Management for meetings/professional development. If tickets are purchased without prior approval, you may be held financially responsible.
2. All airline tickets must be purchased through the districts purchasing/requisition system. No airlines tickets may be purchased with P-cards.
3. Travel will be by the most direct route and efficient means.
4. Air Travel shall be by coach class at the lowest rate available (First class/Business class are not authorized). Employees are encouraged to make travel arrangements at least 21 days in advance of departure when there is a price break advantage.
5. Rental vehicles are to be reserved at the lowest rate available to the employee or school district (government, association or special discount). The size of the vehicle is to be determined by the number of employees, students or other district officials using the vehicle.
6. District owned vehicles should be used for all travel by road. Private automobiles may be used with prior approval for district business, provided that adequate insurance coverage is presented and verified by the business office. Employees shall be reimbursed at the IRS approved mileage rate for using private vehicles on district business. The mileage rates are updated by the IRS on January 1st of each year or earlier. Visit [irs.gov](http://irs.gov) for the updates.
7. Employees are encouraged to use public conveyances whenever feasible. Taxi/Uber/Lyft fares for district business are reimbursable by submitting the receipts and a Reimbursement Invoice with their supervisor's approval to the business office.
8. Excess baggage to be paid by the district shall be limited to that necessary for the conduct of district business. Employees should anticipate any excess baggage they will have prior to travel and obtain administrative approval on the Purchase Requisition. When feasible, excess baggage should be shipped airfreight, if possible.
9. Employees are responsible for cancelling all unused travel reservations (e.g., hotel, rental vehicle, airline) at least 24 hours in advance. Any unused tickets must be returned to the business office within two weeks of travel.
10. Purchase Requisitions should be submitted for all hotel reservations and direct billed to the district, wherever applicable. The district is tax exempt in the state of Alaska and eligible for the government rate. Employees shall secure the lowest rate possible for hotel accommodations when on district business. Employees are encouraged to share hotel accommodations when feasible.
11. The district will not compensate employees for personal hotel charges (beverages, gym, spa, snacks, etc.). Personal charges are to be paid by the employee at check out.
12. A per diem advance may be requested through a Purchase Requisition. The requisition must be received ten days prior to travel to ensure timely payment. The amount of an advance is 100% of the per diem and 100% of mileage if using a personal vehicle. If a per diem advance is overpaid, the employee will have the option to reimburse the district via a payroll deduction in the next pay period or pay with cash or check upon completion of travel.



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## Employee Per Diem Rates

Any employee required to travel on District business (with the exception of student travel) shall be paid per diem if travel extends beyond twelve (12) hours or requires overnight stay away from their regularly assigned duty station. Employees traveling with teams as paid or volunteer coaches, sponsors or chaperones, where meals and lodging are paid, shall not receive any additional compensation.

Per diem is paid as follows:

12:01 A.M. to 8:00 A.M.	\$13.00
8:01 A.M. to 5:00 P.M.	\$20.00
5:01 P.M. to 12: 00 A.M.	\$29.00

## Employee Mileage Rates

Employees may use personal vehicles for district travel with approval. Mileage will be reimbursed up to the cost of airfare at the time the travel is approved. Mileage is paid at the following rates: (subject to change in January of each year per IRS)

Paved Roads	\$.575cents per mile
Unpaved Roads	\$.655 cents per mile

## Professional Development Travel

Professional Development leave will be used for all off-site travel to attend meetings or trainings on the district's behalf, whether funded by the district or other sources. This does not include travel to YKSD sites as a normal course of business.

All Professional Development leave must be submitted through the Absence Management system and will require 2 levels of approval; your Supervisor's and the Superintendent's. When submitting your absence in the system, you will be required to add a comment explaining "What" you are attending and the "Purpose" for your attendance. As with any other types of leave/absences, you must enter the leave in the system within 48 hours of the start date or your supervisor will need to enter it for you.

Airline tickets should not be purchased until the leave is approved by the Superintendent. If tickets are purchased without prior approval, you may be held financially responsible.

## Alaska Airlines

All tickets on Alaska Airlines must be booked and purchased through YKSD's Easy Biz account. A Purchase Requisition number is required to book a ticket and it will be charged to the district's Alaska Airlines commercial account. Place tickets on "hold" until travel is approved by Superintendent. If you do not have access to YKSD's Easy Biz account, please contact Patty Hill.



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## Student Travel/Field Trips

The District recognizes that field trips are valuable educational experiences and encourages participation whenever possible. Careful planning, as explained below, should go into field trips in order to minimize problems. No student shall be allowed to miss over 20 school days per school year for field trips, except by petition to the Superintendent. Employees traveling with teams as paid or volunteer coaches, sponsors or chaperones, where meals and lodging are paid, shall not receive any additional compensation.

The field trip should be planned in consultation with the Community School Committee (CSC); each field trip must have approval of the CSC and the Superintendent (and the Director of Federal and State Programs if funded through grants). All Field Trip Requests & applicable forms must be received by the Superintendent at least two weeks prior to travel.

The field trip plan shall include:

- Brief explanation and purpose of the trip
- Student list (names of students with grade levels)
- Name of certified and/or non-certified chaperones
- Itinerary
- Budget
- If using federal funds, a list of objectives, how they are to be achieved, student's responsibilities, and how the objectives will be assessed
- Snowmobile/Boat Lease Agreement if needed

For overnight stays, there must be a chaperone of the same gender. Schools may "co-op" to cover chaperone gender requirements.

Chaperone/Student ratios:

<u># of Students</u>	<u># of Community Chaperones</u>
5-10	1
11-15	2
16-20	3

Student meal limit \$35 per day:

Breakfast	\$7.50
Lunch	\$11.00
Dinner	\$16.50

Student Travel Procedures:

1. Complete a Field Trip Request form for each trip or activity (i.e. sports, Youth AFN, Student Government, etc.).
2. Obtain approval of supervisor, CSC and Superintendent. Please note, for trips outside of Alaska, School Board approval is required.
3. Once the Field Trip Request has been approved by the Superintendent, the site administrator will make travel arrangements and submit Purchase Requisitions for a cash advance to the chaperone, airlines, hotel, and car rental reservations (if needed).



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4. If a cash advance is needed, the chaperone Purchase Order must be returned to Accounts Payable 10 days prior to travel with the "okay to pay" to initiate payment.
5. Parents should be fully informed of the trip; consent forms should be on file and a copy taken on the trip for all students.
6. After the trip is completed a Field Trip Log must be completed. Send all receipts with Field Trip Log, and excess funds to Purchasing within 10 school days.