

# RICHMOND COUNTY SCHOOL SYSTEM PRE-APPROVAL TRAVEL REQUEST

DATE: \_\_\_\_\_

**\*\* Submit at least 3 weeks prior to travel via ESM (Travel Routing)\*\***

| PRE-APPROVAL TRAVEL REQUEST   |  |
|---|--|
| NAME _____  | EID: _____   |
| SCHOOL/DEPARTMENT: _____  | POSITION: _____  |
| 1. PURPOSE OF TRIP: _____   |  |
| 2. DESTINATION: _____ DATE(S) OF TRIP: _____  |  |
| (Name of Conference, City and State)  |  |
| 3. PLEASE PROVIDE AN ESTIMATE OF THE TOTAL COST OF EXPENSES ..... \$ _____                          |  |
| Registration \$ _____   | Mileage/Airfare \$ _____ Meals \$ _____ Lodging \$ _____   |
| <small>(attach conference agenda)</small>   |  |
| 4. FUNDING SOURCE: Fund _____ Org Key(s) and Object(s) _____  |  |
| 5. SUBSTITUTE TEACHER REQUIRED? YES _____ NO _____  |  |
| Supervisor Signature _____  | Date _____   |
| Funding Supervisor Signature _____  | Date _____   |
| Senior Team Signature _____   | Date _____   |
| Superintendent Signature _____  | Date _____   |
| <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div><br>Approved | <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div><br>Disapproved |

| SUMMARY TRAVEL POLICY   |         |       |                    |      |
|---|---------|-------|--------------------|------|
| <p>1. <b>TRANSPORTATION</b> - If a board car is available and you do not use it, your reimbursement will be \$.20 per mile. Please attach Board Car request form. The rate of reimbursement will be \$.58 per miles for cars and \$.55 for motorcycles if no Board Car was available (<b>Board Car Request Form T-4</b>). Actual Beginning and Ending odometer reading <b>MUST</b> be stated. <b>If a rental car is used in lieu of a Board or Personal vehicle, an estimated cost for rental cars must be preapproved if the cost exceeds the current mileage reimbursement rates. Please attach Rental Car request form T-5.</b> For rental cars, submit gas receipts under the Miscellaneous reimbursement line on Form T-2.</p>   |         |       |                    |      |
| <p>2. <b>MEALS</b> - You must depart office or home prior to 6:30 A.M. to be reimbursed for breakfast. You must arrive at office or home after 7:30 P.M. to be reimbursed for an evening meal. It is permissible to reimburse an employee's noon meal expense without overnight lodging being incurred provided the employee was traveling prior to 6:30 A.M. and returned after 7:30 P.M. and claimed both breakfast and evening meals. Day trips that begin after 6:30 A.M. or complete prior to 7:30 P.M. do NOT qualify for lunch reimbursement, unless the lunch meal is considered an integral part of a scheduled meeting. In order to be an integral part of a scheduled meeting, the lunch would include a program such as, but not limited to, a speaker, a panel discussion or other similar presentation. Reimbursement may be claimed whenever the lunch meal is part of a required registration fee or is included in the cost of a luncheon ticket which is required for a participant to attend a required meeting. Meal reimbursement rates are set at the GSA MI&amp;E rate for the city of travel, which can be found at <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> . For rates outside of the GA Standard Rate (\$13/\$14/\$23), please include a copy from GSA of the rate used. The incidental rate is not reimbursable.</p> |         |       |                    |      |
| <p>3. <b>LODGING</b> - Reimbursement will be made for lodging expense within reasonable limitations. When a room is shared with other employees on travel status, each employee should ask for a separate bill for their share of cost. The employee is required to submit the Hotel/Motel and Sales Tax Exempt form upon check-in to avoid paying Georgia State taxes, for which the Board is exempt. The Board will only reimburse for the \$5/night transportation fee for stays within the State of Georgia. <b>The Board will not reimburse the employee for other Georgia hotel taxes.</b></p>  |         |       |                    |      |
| <p>4. <b>RECEIPTS</b> are required for all expenses except meals, taxi fare, parking and tips. <b>ATTACH THE ORIGINAL RECEIPTS FOR OTHER EXPENSES CLAIMED ON TRAVEL REIMBURSEMENT FORM T-2.</b></p>   |         |       |                    |      |
| <p>5. <b>REIMBURSEMENTS</b> - All reimbursement claims must be submitted using Form T-2 Travel Reimbursements within 30 days of the end of the trip. Late requests may be subject to payroll taxes under IRS guidelines.</p> <p style="text-align: center;"><b><u>REIMBURSEMENT REQUESTS NOT RECEIVED WITHIN 90 DAYS OF THE RETURN TRAVEL DATE WILL NOT BE REIMBURSED.</u></b><br/><b><u>PLEASE SUBMIT YOUR REIMBURSEMENT T-2 REQUEST TIMELY.</u></b></p>   |         |       |                    |      |
| <p style="text-align: center;">The employee certifies that they have read and understand the above summarized Travel Policy:</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: bottom;">X _____</td> <td style="width: 50%; vertical-align: bottom;">_____</td> </tr> <tr> <td style="text-align: center;">Employee Signature</td> <td style="text-align: center;">Date</td> </tr> </table>  | X _____ | _____ | Employee Signature | Date |
| X _____   | _____   |       |                    |      |
| Employee Signature  | Date    |       |                    |      |