



OUT OF DISTRICT TRAVEL APPROVAL FORM

**FOR INSURANCE PURPOSES AND YOUR PROTECTION,
REQUEST MUST BE APPROVED REGARDLESS OF AMOUNT OF CLAIM.**

If this travel is overnight, a Board Agenda Item must be completed, submitted (in a timely manner) and approved by the Board of Trustees **PRIOR** to travel date. Board Policy and Administrative Regulation 3350

Name: _____ Submission Date: _____

School Site/Department: _____

Job Title: _____ Certificated Management Classified

Title of Workshop/Conference: _____

Date(s) of Out of District Travel: _____ Location: _____

Overnight Travel? Yes No Will VUSD be reimbursed for travel expenses?: Yes No

Estimated Costs:

	Registration Fee	\$	_____	Lodging	\$	_____
Total Miles Claimed	Mileage	\$	_____	Airfare	\$	_____
	Parking, Taxi	\$	_____	Meals (\$32/day max)	\$	_____
	Other	\$	_____	Other	\$	_____

Account #: _____ Total Estimate Costs: \$ _____
(Travel Expenses Account #)

Will a school business substitute teacher be required: Yes No _____
(If yes, Substitute Teacher Account #)

If required, the availability of a school business substitute has been confirmed by (check one): Approval through *SmartFindExpress*
 Site will cover with-in house (Middle or High Schools only)

Reason for Request (Professional Growth):

How will this translate into improved student achievement?

Site Principal or Classified Supervising Administrator's Approval Date

APPROVED DISAPPROVED

Dr. Sherry Opacic
Assistant Superintendent, Educational Excellence

CONFERENCE AND TRAVEL

GENERAL:

1. All travel plans and conference attendance will be arranged to fall within the budgetary constraints of the Vista Unified School District and meet the accountability expectations of our constituency. The number of persons attending any training session, meeting, conference or ceremony shall be appropriate to the need. As appropriate, training sessions or meetings shall be held at district sites.
2. The Board of Trustees shall pay all actual and necessary expenses incurred by any employee performing authorized services for the district upon submission of required documentation. The Board of Trustees shall approve employee requests for travel, meetings, and conferences within the financial limitations set forth in the adopted budget.

DELEGATION OF AUTHORITY TO SUPERINTENDENT:

The Board of Trustees authorizes the Superintendent or his/her designee to approve employee requests for travel, meetings, and conferences in California within the financial limitations set forth under the annual adopted budget. Any trips requiring overnight or out-of-state travel will require Board approval prior to travel activity.

TRAVEL GUIDELINES:

Employees are expected to accept travel assignments as deemed necessary to meet the operational needs of the district and to keep abreast of new trends in education. Participation in the educational development work of professional organizations is encouraged and expected. In order to be approved, travel must be clearly necessary to the effective operation of the programs and services of the Vista Unified School District.

1. Reasonable expenses, including registration fees and conference-connected meals, may be claimed for prior authorized conferences and travel. Reimbursement for checked baggage will not be authorized unless checked baggage is required by the conference organization.
2. Reasonable hotel expenses may be claimed for prior approved conferences when the situation merits accommodation and lodging is approved in advance. Reimbursement will be based on double occupancy (gender permitting). However, the district retains the discretion to approve a single occupancy request upon show of cause. The District will not reimburse for any overnight stay within San Diego County.
3. Claims submitted for the daily cost of meals in connection with authorized attendance at activities may not exceed \$32 per day. Costs that exceed the maximum meal cost reimbursement rate must have Cabinet level approval. Any claims submitted for meals must have appropriate original receipts. The District is not responsible for any gratuity on reimbursement of food.
4. No public funds may be expended on the purchase of alcoholic beverages. Any receipts containing alcoholic beverages will be deducted from any reimbursement.
5. Ground travel should be arranged so that the most number of staff members can be accommodated with the fewest number of cars. Two or more individuals attending the same conference will carpool and only one mileage submission will be paid. Any exceptions will require prior approval from the Deputy Superintendent or Assistant Superintendent of Business Services.
6. Airline tickets should be of least cost, and shall not be arranged on a carrier solely to obtain points, free tickets, or any other amenities or gifts.
If an employee wishes to drive to a conference instead of flying the District will only be responsible for the lesser of the air fare to the conference activity or the mileage paid at the IRS approved rate.
7. Car rental will be approved if shuttle service is not available from airport to conference/hotel location. Employees shall ensure that rental cars are returned with fuel as required by the rental agency and no additional fees for fuel are incurred.
8. Original receipts are required for reimbursements.
9. All employees when operating a private/District owned vehicle on official District business, shall observe all applicable provisions of the California Vehicle Code (i.e. use of seat belts by driver and passengers, driving under the influence of alcohol/drugs, driving the speed limit, etc.) Failure to comply with California Vehicle Code may result in a ticket from the appropriate authority. Employees who fail to comply with California Vehicle Code will be responsible for the payment of any ticket received.