

Employee Travel Frequently Asked Questions

- 1. What documentation is needed to begin the travel process?**
Complete the Request to Travel Form

- 2. If the conference is being funded using grant money, are the travel guidelines and procedures the same?**
Yes. It is the practice of SCCSD to show diligence in saving money whether funds come from a budget or a grant. The law does not recognize the difference between grant and non-grant money in terms of procurement requirements.

- 3. Why do I have to wait to be reimbursed until after I return home from my conference?**
On occasion, the anticipated costs do not reflect the actual costs that you may incur. There may also be a component of the trip that cannot be prepaid prior to the conference.

- 4. Why can't I be reimbursed for my meals if my travel require overnight stay, but I choose to stay with a family member instead of a hotel?**
A hotel receipt with a \$0 balance will be the only acceptable documentation that reflects an actual overnight stay.

- 5. How long will it take to receive a reimbursement check after final submittal of my conference costs?**
Employees will be reimbursed after the next board meeting, pending all documentation has been received.

- 6. Am I required to share a room?**
No.

- 7. Am I required to carpool with other staff members if attending the same conference and traveling on the same dates?**
Yes. Employees are expected to carpool in groups of three when attending the same conference or travel at their own expense.

- 8. Is Per Diem allowed for local travel not requiring lodging?**
No.

- 9. Do I have to submit receipts for per diem?**
No.