

TRAVEL POLICY

Purpose

The Purpose of this policy is to establish a policy, in accordance with the Colorado Springs School District 11 (the District) Business Plan/Strategic Plan, for the authorization and reimbursement of travel by District employees or agents of the District (other than directors and officers of the Colorado Springs School District 11 Board of Education (the Board)) who may be required to travel in order to fulfill the requirements of their position. District guidelines generally follow State and Federal guidelines for payment of employee travel expenses, with emphasis on cost effectiveness and efficiency. For Board member travel, look to Policies BID/BIE and DKC for guidance. Board policies BID/BIE and DKC take precedence over this policy in cases of conflict. In all other cases, policy DKD takes precedence over any other policies in cases of conflict.

What constitutes necessary travel?

Necessary travel for the District can be defined as travel necessary to perform one's job or to keep credentials up to date. It may also be necessary to attend state and national conferences that introduce new skills that will directly impact the employee's performance or development.

Responsibilities

Supervisors will have the responsibility of determining if the travel is necessary to enhance job performance and impact student achievement.

Budget managers will have the responsibility of making sure there is available budget to cover the travel expense.

Out of State Travel

Out of state travel is the most expensive form of travel because of airfare, lodging, and car rental charges. Because of the additional expense, out of state travel must have approval from your supervisor, department head, Division head, and the Superintendent. This requirement applies to all funds, including Professional Development Funds (PDF), grants, and School and Student Activity (SSA) funds.

Travel requests must be approved before incurring travel expenses.

Fiscal Management

Prior to travel, whether in state or out of state, consideration should be given as to the impact the travel will have on student achievement. Student achievement is the main priority of the District and if the purpose of travel cannot be shown to favorably impact student achievement or other goals of the District Business Plan, the trip may be inconsistent with district goals and denied.

Applicability

This Policy will apply to:

- Travel and registrations for conferences, seminars, meetings, and other events, both within and outside the state of Colorado, that are consistent with district policies and promote or benefit the District.
- All District employees, or agents of the District who travel on District business and are using District funds to pay for the travel.
- District funds are defined as any funds the District has received including but not limited to, General Fund, Special Revenue Funds, Proprietary Funds, Capital Projects Funds, SSA funds, and PDF.
- This policy will also cover the payment of travel expenses for presenters and/or consultants who are hired by the District to train employees at District functions. A purchase order or contract that is used to retain those services should use the procedures in regulation DKD-R to determine the rates to be paid.

Policy Information

- Travel Request forms must be signed (approved) prior to incurring travel expenses.
- For out of state travel, the immediate supervisor must approve the travel request before it is passed on to the Division Head for approval. Division Head approval is needed before submission to the Superintendent for final approval. Final approval must come from the Superintendent.
- Travelers are responsible for making their own travel arrangements.
- When possible, all expenses should be paid in advance by the District Procurement Card (P-Card) or District check.
- In the event the proposed trip is cancelled, the process to recover the pre-payment should begin immediately.
- Any per diem funds paid to an individual must be returned to the District in the event of a cancellation or if the individual cannot attend.
- For details and guidance on filling out and processing travel documentation, please refer to regulation DKD-R.

Recordkeeping

Due to the controversial nature of travel expenditures, meticulous recordkeeping is of utmost importance. All travelers are required to keep appropriate documentation and submit such documentation in a timely manner upon return to the District.

Policy Implementation

The Superintendent will ensure development of regulations and supporting documentation to implement this policy.

Adopted April 13, 2011
Reviewed November 14, 2012
Revised May 9, 2018

CROSS REFS.: DKD-R, Regulation to Travel Policy
 BID/BIE, Board Member Compensation and Expenses/Insurance/Liability
 BID/BIE-E, Master Expense and Reimbursement Request Form
 DKC, Expense Authorization/Reimbursement