Patricia Gunderson
Superintendent

LASSEN COUNTY OFFICE OF EDUCATION
TRAVEL REQUEST INSTRUCTIONS

The purpose of the Travel Request form is to secure pre-approval for travel and associated expenses, such as registration, lodging, food, mileage, reimbursement, and other associated expenses. In addition, this form is used to request advance payment of registration, hotel reservations, and airline reservations, along with Per Diem meal costs, if applicable. No travel-related purchases can be made before the request is approved. **Instructions and Travel Request Forms are aligned to Board Policy and Administrative Regulation 3550 (BP & AR 3550).**

Prior to Travel:

1. The Travel Request form should be completed and submitted no less than 30 days prior to the date travel.
    - While completing the form, please note that all costs entered should be estimates besides Per Diem Meals Costs. These need to be calculated and aligned with BP & AR 3550. Please note that meals that are provided by the conference you are attending or if the hotel you are staying at will NOT be paid for. The exceptions that apply are dietary restrictions and a continental breakfast.
    - Please ensure that the exact dates of travel and departure day are accurate along with Per Diem Meal amounts. This check will be advanced no more than one week prior to travel.
    - Please include all anticipated costs, including taxi or other car service, parking fees, tolls, materials, or any other additional cost that is not already listed on the travel request under "Other Costs".
    - Do not make any travel-related purchases (i.e., registration, lodging accommodations, flights, etc.) before final approval of the corresponding travel request has been made by first your supervisor, then approval by the County Superintendent.
    - If a Short-Term Rental is determined to be the most suitable option for accommodations, please refer to the **Short-Term Rental Usage Procedures for Staff** for guidance.
2. On the form, please indicate whether or not the Business Office is to make any of the reservations or travel-related purchases (i.e., Purchase Order or utilizing the County Office Credit Card)
3. Upon completion, submit the final draft for approval.
4. Once the travel request is approved, the employee may begin to make travel-related purchases.
5. <u>If</u> the credit card needs to be utilized to make purchases the proper procedures will need to be followed to check the credit card out temporarily to make travel arrangements (the credit card will NOT be checked out to anyone without bringing an approved Travel Request Form to the Business Office.)

Upon Return From Travel:

1. Submit any travel-related reimbursement request within 10 days of your return.
2. Include all receipts with the Expense Reimbursement Form.
3. Receipts must be itemized; reimbursement will not be issued without an itemized receipt.
4. Claims must be submitted in the fiscal year that they occurred.
6. The date of purchase, vendor, description of expenditure, and amount of purchase must be listed for each expenditure.
7. For work-related conference or training travel, please attach a copy of the pre-approved Travel Request form and attach original receipts on a separate piece of paper.