

Important Travel Instructions

The following is a “Do’s and Don’ts” list that will hopefully assist you in having an effective travel experience that fully complies with program, board policy and procurement guidelines.

“Do’s”

- Do make sure you read the new GMCS travel policy.
- Do use the correct form when submitting for travel.
- Do submit the travel request at least 30 days prior to travel; earlier is better especially for out of state travel. Caution, airfare amounts may be very different the closer you are to the date of travel so overestimate for airline ticket estimates.
- Do save your receipts and make sure you attach them to the travel form. Ensure that receipts are itemized. Non-itemized receipts cannot be accepted for reimbursement. You should make sure that a vendor will give you an itemized receipt before you choose to make a purchase.
- Do attach the detailed agenda to the travel form.
- Do make sure that Airline/rental car quotes are attached to the travel form and the actual receipts to the travel form upon completion of the trip. By quote we mean a printout of the cost of the ticket price/car at the time that the travel form is being prepared. Due to the fluctuation in ticket prices and car rental fees it is recommended to cushion the requested amount by approximately 50% on the form.
- Do make sure that you are thorough while preparing your request; GMCS will not reimburse amounts over the total amount approved on the travel form for each line item budgeted.
- Do remember to include incidental expenses such as parking and luggage fees on the travel form.
- Do submit the out of state travel reporting form upon your return with original signatures. **“Don’ts”**
 - Do not leave on travel without prior approval from your supervisor, program manager, the director overseeing district travel. When traveling out of state the Board approval is required as part of the travel request.
 - Do not use white out on the travel forms and ensure that the forms are legible.
 - Do not declare tips on the travel form, they are not reimbursable.
 - Do not turn in receipts that include alcohol.
 - Do not purchase items prior to the approval of the travel request dates, if done and the travel is not approved the district will not reimburse for any expenses not approved through the travel request process.
- “Keep in mind”**
 - Reimbursement information with the required attached documentation is due to Stephanie Regensberg or Kaylene Damon @ SSC within 5 days from the return of the approved travel.
 - Entertainment reimbursement is not allowable unless it is directly associated with the conference/event.
 - Travelers will not be reimbursed for meals with a one-day trip of less than 24 hours and that does not require an overnight stay.
 - All travel associated with GMCS requires that you have an approved travel form, even if there are no costs associated with the trip.
 - The request to use a Private Vehicle will be granted in rare circumstances; the expectation of the district is for the traveler to utilize a district vehicle.