



## Requesting and Submitting A Travel Authority

Refer to the GSA website for daily allowable reimbursement rates for hotels and meals.

<http://www.gsa.gov/portal/category/100120>

Any time that staff will attend an out of district event (conference, workshop, seminar, et. al.) **with or without an associated cost**, a Travel Authority must be initiated and processed. This does not include field trips or sporting events paid for by student activities.

Please keep in mind that the Business Office will need at least **three weeks** prior to your event date, or any registration cutoff stipulation, to process the necessary paperwork if a payment is involved. If this is a last minute request for an event that is **less than 14 days away**, you should get authorization from your supervisor in the form of a completed and signed travel authority with budget code and reimbursement amount. You must get authorization before you spend any money. You should then register yourself and pay for all fees, hotels, etc...up front. You will then be reimbursed according to BOE Policy that reimbursement requires proof of attendance-therefore can only happen once the event is complete. Never assume that reimbursement is a given! Again, check <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup> for reimbursement rates.

The Travel Authorization form needs to be read and filled out completely. Please print both sides of the travel authority for each staff person attending the conference. It must be signed by the staff person and the supervisor/building principal. If the supervisor/building principal will be paying ICSD funds towards the conference then they must **include a budget code** as well as the **amount they are paying**. The questions/responses in the TA form help me process your request. If you can register yourself online without a purchase order then do so and submit your confirmation. If you can not register without payment then print and fill-out a registration form, submit it along with all other documents and I will create the PO and email your registration for you. If you can only register online with payment (and you've already been approved for reimbursement) then you will need to pay upfront and be reimbursed for the conference fees.

The District only allows **overnight lodging** for travel to event locations **more than 75 miles from ICSD**. Exceptions may be approved by the Superintendent or designee and will be indicated on the Travel Authority. If your conference requires a stay at a hotel **it is expected that you make the reservation yourself and use your credit card to hold the room** (your card will not be charged).

If your conference is out of state or too far to reasonably drive and requires a flight, **it is expected that you book and pay for your flight upfront** while the district will reimburse the cost according to the budget code and authorization of your supervisor/principal. **We do not make flight reservations on anyone's behalf**. All paperwork comes to me in the Business Office. I process your requests and create the POs as well as process your reimbursement packets. Feel free to contact me at 274-2121 or at [marta.costapott@icsd.k12.ny.us](mailto:marta.costapott@icsd.k12.ny.us) for help.