
SPECIAL EDUCATION TRAVEL REQUEST (SED-P021)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure for Special Education staff members to follow in order to attend a conference or workshop funded by the Special Education Department.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Special Education, Assistant Director of Special Education, Director's Secretary, Special Education Secretary.

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Education or Assistant Director of Special Education

4.0 DEFINITIONS:

- 4.1 Procurement Card – Department Visa Credit Card

5.0 PROCEDURE:

- 5.1 Staff member meets with department administrator to discuss possibility of attending a conference or workshop.
 - 5.1.1 Staff member informs building administrator if travel request is approved.
- 5.2 Special Education staff member sends the completed Travel Requisition form AP-01-04 to Special Education Director for review 20 days prior to travel with the following information: registration of conference or workshop, hotel, mileage and substitute costs, if applicable. The request is forwarded to the District Office for final approval.
 - 5.2.1 The staff member refers to the Expense Voucher for Travel Guidelines (AP-04-06) for meal per-diem rate on form. Round trip mileage chart for out-of-district travel is available under the Forms section on the District website. Substitutes are calculated on current full or half-day costs.
 - 5.2.2 Incomplete forms are returned to the staff member.
 - 5.2.3 After travel request has been submitted to District Office, the Director or Director's Secretary will follow-up within three working days for travel approval.
 - 5.2.4 If District Office approves the request, the staff member is notified and the Travel Request is finalized in Section 5.3.
 - 5.2.5 If the request is denied, the staff member is informed of the decision and the reason the request was denied.
- 5.3 The department procurement card is available for checkout to Special Education staff member for registration of conference and to secure hotel reservations (if applicable) through the Director's Secretary.
 - 5.3.1 The staff member uses the procurement card to finalize hotel and conference reservations and returns card to Director's Secretary with confirmation of reservation and conference receipt.

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- 5.3.2 The staff member completes a Request for Advance Travel Expenses AP-09/2008 for meals and mileage on overnight stays only if expenses exceed \$100.00.
- 5.3.3 The staff member checks out the procurement card from Director's Secretary prior to travel and returns it at the completion of travel with hotel invoice.
- 5.4 Within five days after completing travel, staff member must submit Expense Voucher for Travel AP-14-06 to Special Education Administration for signature and budget codes. The form is then forwarded to District Office Accounting Department for reimbursement. Failure to complete procedure within defined timeline may result in inability of department to process future travel requests.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Travel Requisition AP-01-04
- 6.2 Request for Advance Travel Expenses AP-09/2008
- 6.3 Conference or Workshop Flyer
- 6.4 Expense Voucher for Travel AP-14-06

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Travel Requisition Form AP-01-04; Request for Advance Travel Expenses Form #AP-09/2008	Secretary to the Special Education Director's File	Five years	Discard as desired	Fireproof

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
11-May-01	A	Original Release
25-Jan-02	B	Clarified job title in 5.1.1 and 5.2
04-Nov-04	C	Added "or Assistant Director of Special Education" to Approval Authority
2-Oct-08	D	Changed wording in 5.1 and 5.2, deleted 5.3; changed form numbers on Travel Requisition and Advanced Travel Request
25-June-10	E	Complete Revision of SED-P021