SITKA SCHOOL DISTRICT
Business Travel Procedures/Policy

Employees travelling on Business-supported trips will be subject to the following guidelines and procedures:

A Business Office representative will book all District paid air travel. **Any employee who books his/her travel arrangements without prior approval does so at the risk of not being reimbursed by the District.**

Reservations will not be made until documentation has been received and approval is confirmed. All travel requires supporting documentation regarding the event, which is to be submitted to the Business Office booking representative.

**Staff Requesting Travel must enter/submit the following:**

- **Aesop leave request** – For all leave requests, including leave during breaks (i.e. summer vacation, spring break, etc.)
  - Employees are responsible to monitor the approval chain of the request to ensure approval has been obtained.

- **Travel Request Form** – Fill out and submit with all available information to the Business Representative as soon as possible. Any information unknown at the time the original request is submitted should be communicated by the employee to the Business office representative as soon as available.
  - Employees are expected to leave on the last available flight and return on the first available flight.
  - If other arrangements are desired they must receive approval of the Superintendent or designee and the employee will be responsible for any additional expense.
  - Employees will be notified via e-mail from Alaska Airlines Easy-Biz or the Business Office representative regarding the final travel arrangements.
  - Employees are allowed one checked piece of baggage and are expected to print and submit the airline provided receipt for reimbursement to the Business Office representative.

- **Lodging** - Employees are responsible for booking their own lodging options. Employees should check with the Business Office representative prior to booking to determine the best payment/booking option. Employees are expected to stay at the lodging associated with the event; if no lodging is associated then the employee will seek out an option that best balances proximity with lowest price. Employees may be expected to share rooms to reduce costs. The additional cost of a hotel due to any personal travel extensions will be borne by the employee and personal leave or vacation must be used for such extensions of the travel time. Employees who book their own rooms must maintain receipts issued by the lodging facility (hotel, motel, bed and breakfast) and submit them to the Business Office representative.
  - Must maintain lodging receipts and submit to the Business office representative.

- **Transportation** - The Business will provide reimbursement for taxi/shuttle fares from and to the airport to the lodging establishment at the event destination or an event that is not located within reasonable walking distance from the lodging establishment. Employees are expected to make use of hotel shuttles when available. **The District does not provide rental vehicles for District paid travel. If an employee chooses to rent a vehicle they do so at their own risk and understand that there may be implications toward their personal automobile insurance.**
  - Must maintain transportation receipts and submit to the Business office representative. Will not be reimbursed for any gratuities.

- **Per Diem** - The District will provide a $60 per day per diem proportionately for each day of travel starting from the first available departing flight and ending with the first available returning flight. No per diem will be provided for any personal trip extensions.

  **No reimbursements will be made without the appropriate receipt.**

  **Any travel arrangement that varies from these guidelines requires written approval from the Superintendent or designee before reimbursements will be issued.**

Questions regarding your travel or leave request contact Leslie Young at youngl@sitkaschools.org or 966-1249.