



## Olympic ESD 114 Head Start/ECEAP/Early Head Start Training-Related Travel Procedures

All staff planning to attend training need to complete a travel packet. A travel packet contains the registration form for the conference, the Travel Planning Guide and the Travel Request form. It is also helpful if you can include a flyer from the conference as well. Travel packets that contain incomplete information will be returned which could result in a delay in processing and/or missed registration deadlines. Please note that if the program has a set deadline and your request is received after that, it may not be considered. It is necessary for the traveler to complete all the forms and submit them to their supervisor for approval. Once the supervisor has approved the travel, the packet will go to the Administrative Assistant to complete. It will go to the Director and the Assistant Superintendent for approval once completed by the Administrative Assistant. All out-of-state travel will be submitted to the Superintendent after everyone else has approved it.

Carpooling is encouraged if traveling by car to a training. Travelers will need to work together to determine carpooling details. If you are taking a ferry, please request ferry vouchers from the Administrative Assistant. Return the copy and receipt from the ferry voucher as soon as you return from the training.

If you are in travel status & away from your workstation 12 hours or more but less than 24 hours, you can be reimbursed for your meals that are not provided at the training. You must provide a receipt for the meal. Your reimbursement request cannot exceed the allowable per diem rate, including tip. The administrative assistant can provide the per diem rate for the area you are traveling to.

For overnight stays, make sure that your supervisor has all the necessary details which should be included in your travel packet. The Administrative Assistant will make all hotel and travel arrangements. Overnight stays require that your home or work station, whichever is closer, is 50 miles or more from the training. In order to claim a meal, you must be in travel status during the entire meal period. Meal periods are 7:00am – 8:00am for breakfast, 12:00pm – 1:00pm for lunch, and 5:00pm – 6:00pm for dinner. Make sure to note your departure time for your travel and the time you return home. This will be necessary for your travel claim form.

Once all necessary travel arrangements are made, you will receive a travel packet with all the information you will need for your trip. The first page will be the Memorandum page that will have the dates of your travel, the conference you will be attending, the hotel and confirmation number for your stay, the per diem rate for the area you are traveling to and the airline information if traveling by air. Please use this packet of information to write down your departure time and your return time. Also, remember to get a copy of your hotel receipt and slip it in the packet to bring back to the office.