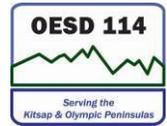




Olympic ESD 114 Head Start/ECEAP/Early Head Start Training-Related Travel Procedures



All staff who plan to attend an in-person training or conference need to complete a **Travel Packet**, which consists of the **Travel Request Form** and the **Travel Planning Guide**.

Approval process for all travel:

1. Submit completed Travel Packets to your Supervisor for approval. *Packets that contain incomplete information will be returned for correction. This could result in a delay in processing and/or missed registration deadlines.*
2. Once the Supervisor has approved the travel, the packet goes to the Fiscal Administrative Assistant to complete.
3. The Administrative Assistant forwards completed **Travel Request Form** to the Early Learning Director and Assistant Superintendent for approval.
4. All out-of-state travel is submitted to the Superintendent for final approval.
5. If required, the approved **Travel Request Form** is sent to the Business office to process the travel advance. A request for a travel advance can be made on the **Travel Planning Guide**. Travel advances are to defray anticipated reimbursable expenses for meals and other expenses while traveling for training. Travel advances will be directly deposited into employee's accounts.

Local Travel:

Carpooling is encouraged if traveling by car to a training. Travelers will need to work together to determine carpooling details.

If taking a ferry, request ferry vouchers from the Fiscal Administrative Assistant. Return the receipt from the ferry voucher as soon as you return from the training or attach to your Travel Expense Claim Form.

Per Diem Information:

If you are traveling and away from your workstation **11 hours or more but less than 24 hours**, you may be reimbursed for meals that are not provided by the training. You must provide a receipt for the meal and your reimbursement request *cannot exceed the allowable per diem rate*, including tip. The Fiscal Administrative Assistant can provide the per diem rate for the area to which you are traveling.

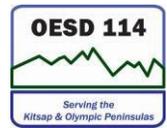
In order to claim a meal, you must be in travel status during the entire meal period. Meal periods are:

- 7:00am – 8:00am for breakfast
- 12:00pm – 1:00pm for lunch
- 5:00pm – 6:00pm for dinner

Make sure to note your departure time for your travel and the time you return home on your Travel Expense Claim Form.



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Overnight Travel:

Overnight stays require that your home or work station, whichever is closer, is 50 miles or more from the training.

Travel Request Form Guidelines:

Submission of a completed Travel Request Form is required when requesting registration for any training that has a fee to be covered by the Early Learning Department.

Complete the top portion of the form. Continue until you reach the section marked Estimate of Expenses. The Fiscal Administrative Assistant will complete the rest of the form and provide the account codes and cost estimates.

Travel Planning Guide Guidelines:

Use this form when you are attending an **in-person training**. It must be filled out *completely* as it provides the information necessary to make travel arrangements for you. Complete the sections that pertain to you (*example: if not flying and staying at a hotel, do not complete those sections*).

A request for a cash advance can be made on the **Travel Planning Guide**. Travel advances are to defray anticipated reimbursable expenses for meals and other allowable expenses while traveling for training. Travel advances are directly deposited into your account.

Check the box for the grant that will be paying for the training and travel. If you know your account distribution, provide this information.

Once all the travel approvals have been received, the Fiscal Administrative Assistant will make the necessary travel arrangements.

Before your training, the Fiscal Administrative Assistant will provide you:

- confirmation of registration
- travel information including
 - airline ticket details
 - hotel reservation numbers
 - per diem rates for the place you are traveling to
 - additional details as needed

Should any issues arise while on travel, please call 360-478-6887.