All staff who plan to attend an in-person training or conference must complete a **Travel Request Form** andthe **Travel Planning Guide.**

Approval process for all travel:

1. Submit a completed **Travel Request Form** to the Professional Development Program Manager.

*\*Forms will be returned for correction if incomplete or missing information, which could result in a delay in processing and/or missed registration deadlines.*

1. Once the travel has been approved, the **Travel Request Form** goes to the Fiscal Administrative Assistant to be completed.
2. The Fiscal Administrative Assistant will send the **Travel Request Form** out for the required signatures.
3. Once the Fiscal Admin receives all required signatures on the **Travel Request Form** the **Travel Planning Guide** will be emailed to staff to complete and return to the Fiscal Admin. The **Travel Planning Guide** is needed for all necessary travel information so travel arrangements can be made. The Fiscal Admin can provide individual support with the Travel Planning Guide as needed.
4. If you choose to receive a Travel Advance the **Travel Request Form** is sent to the Business office to process the Travel Advance. A request for a Travel Advance is made on the **Travel Planning Guide**.
5. Once all the travel approvals have been received, the Fiscal Administrative Assistant will make the necessary travel arrangements and create travel packets for each staff person traveling.

**Local Travel**

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

**Overnight Travel**

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

**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. *Tips are included in reimbursement up to and not exceeding 15%.* The Fiscal Administrative Assistant will provide the per diem rate for the area to which you are traveling.

To claim a meal, you must be in travel status during the entire meal period. Traveler may not stop for a meal just to meet the 11-hour rule. Meals must be purchased within the meal period to qualify.

Meal periods are:

* Breakfast: 7:00am – 8:00am
* Lunch: 12:00pm – 1:00pm
* Dinner: 5:00pm – 6:00pm

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

**Travel Advance**

Travel Advances are to defray anticipated reimbursable expenses for meals and other expenses while traveling for training. Travel Advances will be directly deposited into an employee’s direct deposit account before traveling. If you choose not to receive a Travel Advance, you can be reimbursed for incurred travel expenses on your next monthly Travel Reimbursement Claim Form.

**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 Form Guidelines**

Use this form when you are attending an **in-person training** that requires travel. 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.

**Conference Information:**

* Fill in completely.

**Travel Information:**

* Fill out all sections that are applicable.
* If you are unsure if you need to fill out certain sections, please reach out to the Fiscal Administrative Assistant for further clarification.
* Make sure to mark if you want a Travel Advance.
* Make sure to note if you have any allergies or need special accommodations.
* Make sure to fill in your personal phone number.

**Airline Information**

* Fill out this section if you are flying for a training.

**Travel Packet:**

* Before your training, the Fiscal Administrative Assistant will provide you with a travel packet. This will include all necessary information for travel.