



## **GreenWood Charter School**

**Policy Number:**

**Policy Section:**

**POLICY TITLE: Travel Policy**

### **Revision History**

<b>Effective Date</b>	<b>Action Date</b>	<b>Revised</b>
<b>February 19, 2020</b>	<b>February 19, 2020</b>	
	<b>Approved</b>	

### **Purpose**

The purpose of this policy is to establish procedure for authorization of travel by employees or board members of Greenwood who may be required to travel to fulfill their official duties or to attend seminars, conferences, or other professional or educational activities benefiting the school.

### **Policy**

1. This policy applies to all employees and board members of Greenwood who may be required to travel for the execution of school business. This includes but is not limited to:
  - a. Travel requiring an overnight stay;
  - b. Institutes and conferences when no overnight stay is required.

2. This policy does not apply to fieldwork.
3. All travel must be approved in advance by the director or a member of administration.
4. All hotel accommodations, airfare, and ground transportation will be approved by the administration. Administration will take all factors into consideration when booking a trip that are both reasonable and most cost effective for the school.
  - a. Hotel accommodations are approved for the number of days a conference is in session and one additional day before the conference starts and one day after the conference has ended to accommodate for travel. It is customary for employees to share hotel rooms. Exceptions may be approved and granted by administration. Upon completion of the stay, all hotel receipts will be required to be turned into school administration within 48 hours.
  - b. Administration will book airfare at the lowest cost to Greenwood while maintaining a flight schedule that will allow the employee to reasonably arrive in time for and depart from the scheduled event. Each employee will be reimbursed for the expense of checking (1) suitcase or bag.
  - c. Reasonable and necessary ground transfer and mileage rate expenses will be reimbursed based on receipts submitted for such expenses. Mileage will be reimbursed at the standard reimbursement rate found on the IRS website.
5. Per diem for food expenses will be paid for approved travel events which are more than 60 miles from the Greenwood school campus. Per diem will be paid to the traveler by check no less than 48 hours prior to the departure date. Employees will be required to sign for the per diem checks. Per diem rates will be based on the location of the conference. Greenwood Will use the government website [www.gsa.gov](http://www.gsa.gov) to determine the per diem rate for each scheduled event. (Employees will not be required to turn in receipts for food per diem)
6. All employees will be required to sign a travel agreement before departing which will outline expectations while away on official school business.
7. Full time employees will be required to attend conferences that are held during the week without additional compensation in pay. If the conference is held on a non-contract day, the employee will be compensated with additional PTO at the discretion of the director or administration.
8. Part time employees will receive compensation for their attendance at an approved conference. The exact details of this compensation will be outlined in the travel agreement.
9. Employees who want to extend a conference trip for personal reasons may do so with approval from the director prior to the trip. Any granted extension of the trip will be given with the understanding that all additional expenses accrued will be paid for in full by the employee. Any additional time of work for the extension will be deducted from the employees PTO.
10. All employees who will be engaged in travel will be expected to abide by the following code of ethics:
  - a. Employees will be expected to attend the entirety of all conference and class sessions.

- b. Employees will maintain sound mental health, physical stamina, and social prudence necessary to perform the duties of any professional assignment when representing Greenwood.
- c. Employees honestly account for all funds committed to his or her charge.
- d. Employees manifest a positive and active role in school/community relations.
- e. Employees acts with conscientious effort to exemplify the highest ethical standards