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| North Providence Public Schools Travel Policy – Out of State | Approved: 11/20/2019 Updated: 8/28/2024 |
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Purpose

Employees may participate in professional opportunities that require travel. Such work-related travel may be at the request of North Providence Public Schools (the “District”) or by application initiated by the employee. It is the District’s policy to reimburse employees for reasonable and necessary expenses incurred during approved work-related travel.

Applicability

This policy applies to employees such as:

1. All North Providence Public Schools full -time employees.[1]
2. Contractors submitting travel expenses for reimbursement unless other contractual arrangements have been agreed upon.
3. Non-employees, as designated by the Superintendent, engaged in authorized Public Schools business, e.g., job applicants on interview visits.

All employees traveling under this policy and its corresponding protocol are expected to exercise prudent responsibility when utilizing District funds. Travel on business should be conducted at minimum cost. The traveler is expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling at the traveler’s own expense.

Approval of Business Travel

In order to be reimbursed by the District, employees seeking professional opportunities out-of-state on their own initiative must apply for approval. Application and approval procedures will be made available to such employees in a protocol corresponding to this policy. Approval of such applications shall be in the sole discretion of the Superintendent or designee.

[1] For grant employees, in case of conflict, grant terms will prevail over this policy.

Reimbursement

Reimbursable travel expenses include, but are not limited to:

- Conference/registration fees, if payment was not made by the District
- Meal Allowances
- Baggage Policy: Fee for first bag checked only each way. An exception will be made if the traveler has to carry other items for the trip or has a medical problem that will require more than one bag. Prior approval is required for the exception. Original detailed receipts are required.
- Miscellaneous expenses: Bus, taxi, airport shuttle service, rental car gas refill, parking expenses, toll expenses, necessary business telephone calls, fax transmission, internet connection (receipts are required).
- Air/Bus/Rail and Lodging, if payment was not made by the District.

Documentation that must be attached to the reimbursement request (receipts required)

- Airline ticket or Boarding Pass.
- Hotel Detail Bill.
- Car rental form (if applicable).
- Shuttle, taxi fare, parking fees, toll charges.
- Itinerary from Travel Agent.
- Copy of Conference Agenda.
- Other supporting receipts.

The District reserves the right to withhold reimbursement in whole or in part if satisfactory supporting documentation is not included with the reimbursement request.

Upon review and verification of travel costs, the Finance Office will process the reimbursement payment to the employee.

Discipline

Non-compliance with this policy or its corresponding protocol may cause future travel approval to be jeopardized. Any falsification or fabrication of information in the employee's application, the employee's reimbursement request, or both will be subject to discipline.

Exceptions

Exceptions to this policy must be approved, in writing, by the Superintendent of Schools or the Finance Director.

Development of protocol

The Superintendent of Schools/Finance Director shall develop a protocol and procedures to facilitate this policy.

Approved: 11/20/2019

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