

**SUPERINTENDENT GUIDELINES**  
**OUT-of-STATE TRAVEL**  
**Updated: March, 2022**

District member requesting Out-of-State Travel	A request for Out-of-State Travel must be submitted to the following leader
Superintendent	School Board Chair
Cabinet	Superintendent
Principals	Assistant Superintendent
Manager/Director, Teachers, Other Staff	Respective supervising Cabinet Member

**Submit a written request at least one month prior to the event. The Superintendent, or designee, will make a final decision. Include the following information:**

1. Name(s) of the employee(s) requesting out of state travel
2. Days gone from work
3. Cost breakdown (All airfare, hotel, conference registration and materials must be paid by District credit card, purchase order or advance check-Policy 412)
  - Transportation
    - (Airfare or vehicle costs - [Fly vs Drive Calculator](#))
    - [IRS Mileage rate](#)
  - Lodging
  - Conference registration
  - Food and Essentials
    - Budget via [US General Service Administration Per Diem](#), then file for reimbursement upon return via receipts
  - Other
4. Funding source(s): Budget, grant, scholarship, collective bargaining agreement or self-paid.

**Requirements**

- Requests must be submitted at least one month prior to the travel date.
- If the actual total cost of the travel exceeds the approved amount in the travel request, the employee is responsible for paying additional costs. Exceptions may be considered in the case of an emergency.
- No travel cost can be incurred prior to the approval by the Superintendent
- Cabinet members may attend one national conference every 2 years, superintendent may approve exceptions
- Team limit: Maximum of three staff members may attend an out of state event.

- Report out requirement: Within one month of return, staff member(s) must present findings and recommendations to respective cabinet member and leadership team (e.g. cabinet, DIT, DLS, etc)