

## Out of State Travel Procedures

**Out of state travel should be planned at least 6 weeks prior to a professional development conference date to ensure proper planning and to be sure GCS receives the best usage of public funds.**

**Conference Registration:** Please reach out to the conference to attempt to lock in early registration pricing. Do not pay for any registration with the local staff development card. The trip may not be approved, and it may become difficult to obtain a refund. Purchasing will pay for conference registration after we receive the final approvals.

**Airfare:** GCS is empowering employees to search for flights using online travel agencies. You must provide a quote to ensure that GCS is using the most economical flight as possible. Please note that some airlines may seem cheaper as far as the cost of the plane ticket, but baggage fees and carry on fees are not always included and can raise the cost quickly. Make sure your quote include all possible fees.

**Hotel:** Please make every effort to book a room within the hotel that is hosting the conference. Normally, conferences reserve limited amount of rooms at a discounted rate. If rooms are not available, please reserve a room at the closest quality hotel to lower the cost of local travel for employees. Please provide a hotel quote if the hosting hotel is not available. If you use an online travel agency, make sure that the hotel does not charge resort fees. All payments will be paid in full via purchasing. Traveling employees will still need a card for room incidentals.

**Car Service:** Car rentals will be approved provided adequate reasoning is provided. If approved, car rentals will be reimbursed once the employee returns from the trip. Please use Taxi, Uber, or Lyft services for local city travel. Travel should only include trips that are needed for the business aspect of the trip. Local city travel for entertainment will not be reimbursed.

**Budget:** Please be sure that the total funds are available to be encumbered prior to the booking of the trip. Purchasing will not process any trips if the staff development budget code is overbudget. **Be aware that prices may increase due to the authorization process.**

**Budgetary Authority:** Purchasing will not process any out-of-state travel without the proper prior approvals and documentation. **All out of state travel must have the following signatures:**

- 1) Principal/Department Chair
- 2) SSO (Schools Only)
- 3) Title 1 (If applicable)
- 4) Chief Officer – Responsible for obtaining The Superintendent’s signature.
- 5) Superintendent