



## William S. Hart Union High School District

DATE: March 6, 2020

TITLE: TRAVEL POLICIES and FORMS

NUMBER: BSD-20-9

ISSUER: Brittany Kruczynski, Director of Fiscal Services

PURPOSE: This Business Services Division Policy Bulletin outlines the new Board Policy and Administrative Regulations related to travel and the new process for submitting forms related to travel

### GUIDELINES:

On August 21, 2019, the Governing Board adopted changes to the Board Policy and Administrative Regulations related to travel. Please review the updated policy at your earliest convenience: <http://www.gamutonline.net/district/whart/DisplayPolicy/957187/3>

### Important Changes:

- Meals will be reimbursed to a maximum daily per diem determined by the General Services Administration (GSA) allowable rate.
- Itemized receipts will no longer be required for meals (exception: Federally funded travel will still require itemized receipts)
- Mileage reimbursements must be submitted within 60 days after incurring the expense.
- Travel/Conference reimbursements must be submitted within 10 working days following return from travel.
- Any expenses incurred in June must be submitted no later than 10 working days after June 30<sup>th</sup>.

Beginning Monday, March 9, 2020, we are implementing a new, electronic process for submitting the following travel forms that will incorporate the new policies:

Authorization for Travel or Conference Attendance

Travel Expense Claim Form

Mileage Expense Claim Form

### ROUTING

All District Staff

This change should result in an easier and more efficient process for all involved.

You will be able to access the forms on the Business Services Form page, or the Staff Resources page on the District website:

<https://www.hartdistrict.org/apps/pages/business-forms>

<https://www.hartdistrict.org/apps/pages/staff-resources>

Attached to this memo, you will find form completion and submission guides.

**What changes and improvements can you expect?**

*Faster processing times:* The online submission form allows for document attachments and quicker approvals, which will speed up the time it takes to process travel authorizations and expense reimbursements.

*Know the Status of your Submission:* Instead of having to call or email, you will not be able to check the status of your submission online using a custom link that will be emailed to you after you submit the form.

**Action Items:**

Please bookmark this [link](#) in your web browser for easy access to manage and fill out forms in the future. Beginning Monday, if you submit paper forms, you will be asked to submit an updated request using the Informed K12 platform.

Please note, you do not need an account or password to fill out and submit forms. Accounts are issued, however, to designated district staff for management and approvals of submitted forms.

**Help Center:** If you need help submitting a form online, please refer to the [Informed K12 Help Center](#) or follow up with them directly at [support@informedk12.com](mailto:support@informedk12.com) or by phone at (949) 322-4255.