

Travel Policy

I. Purpose

To help promote quality education in Promontory School of Expeditionary Learning, educators and administrative leaders shall be encouraged to participate in Professional Development (PD) activities including educational conferences and other events which provide opportunities to acquire knowledge, learn from state and national educational leaders, and keep abreast of new developments in the teaching profession. As such, opportunities for conference or training attendance that requires travel by school personnel will be authorized in accordance with this policy, travel procedures and guidelines, and budgetary constraints. This policy covers travel for PD activities only. Fieldwork related travel is covered under the Fieldwork and Overnight Policies.

II. Definitions

Conference: A meeting, symposium, site visit, seminar, retreat, event or conference that involves Promontory employee travel.

Meals & Incidentals Expenses (M&IE): The allowable daily limit for meal expenditures and incidental expenses. Daily limits vary based on travel destination.

Per Diem: The allowable daily M&IE and nightly rate limit for accommodations.

Traveler: Any person traveling for a conference be it a board member, faculty, administrator, or staff member who is traveling on behalf of Promontory business and being reimbursed for travel expenses.

III. Policy

1. Conference Selection and Participation

- a. Efforts should be made to select conferences that support Promontory's mission, vision, and teaching philosophy.
- b. Efforts will be made to take advantage of conferences conducted within the state and intermountain area and shall be vetted by the leadership team and Director.
- c. Efforts will be made to ensure fair and orderly rotation in conference participation by faculty and appropriate staff. The same individuals should not be prioritized for participation year-over-year and are limited to two (2) conferences per year.
- d. Individuals with specifically assigned roles or program skill sets may be prioritized for targeted conferences, but only as approved by the Director.
- e. Conference participants shall be encouraged to share materials and ideas with other faculty and staff upon return through staff meetings, community crew meetings, or other appropriate means identified by the leadership team and/or Director.

2. Allowances and Conference Expenses



- a. Only authorized conference fees and travel expenses will be reimbursed by Promontory. Any unauthorized conference attendance and expenses will be the responsibility of the attendee.
 - b. Conference attendance fees will be paid by Promontory as part of PD budgetary expenses.
 - c. Conference travel expenses will be reimbursed by Promontory as part of the travel budget expenses.
 - d. Travel allowances will be reimbursed in accordance with the travel guidelines and procedures.
3. Conference Requests
- a. A Conference Attendance Request form shall be submitted to the Director for review and approval.
 - b. Once approved, a Travel Authorization Request form will need to be submitted to the Director for approval. A travel request shall consist of:
 - i. A justification for travel and how the conference will benefit the employee and Promontory.
 - ii. Anticipated travel and conference expenses
 - iii. Copies of conference itineraries
4. Participation
- a. Board Members
 - i. Board members may travel to attend board directed conferences using the same procedures and forms. Travel is to be approved by the Board Chair.
 - b. Administration
 - i. The Promontory Director and administration may travel and attend conferences as appropriate and approved by the proper authority. For the Director to travel, approval is given by the Board Chair. For administrators to travel, approval is given by the Director.
 - c. Teachers
 - i. Teachers may travel to conferences to meet their PD requirements and as travel budget limitations allow.
 - ii. All travel must be approved by the Director **prior** to travel taking place. Otherwise, travelers will be responsible for all expenses incurred.
 - d. Aides/Staff Members
 - i. As a general rule, aides and general staff are not authorized for out-of-state travel. The leadership team can make a case for attendance at out-of-state conferences, but final approval must be obtained by the Director.
5. Expenses
- a. Travel related expenses will be reimbursed for the following:
 - i. Conference attendance fees
 - ii. Travel to and from the conference
 - iii. Overnight accommodations
 - b. Per Diem and M&IE rates will be calculated based on the location of the conference. Rates used will be based on federal General Services



Administration recommendations at the following website.

- i. <https://www.gsa.gov/travel-resources>
 - c. To incentivize responsible use of school funds, the difference between allowed lodging rates and actual lodging expenses will be split 50/50 with the traveler.
6. Multiple Attendees
 - a. If multiple attendees are attending the same conference, rental car sharing is expected to occur for out-of-state conferences. Carpooling is encouraged for in-state conferences or conferences out-of-state if driving is preferred over flying.
 - b. Each traveler will submit their own Travel Authorization Request form. For hotel accommodations, each traveler will have their own room. Room sharing is not allowed except in the case of a VRBO/ABNB/Condo type rental is acquired, but individuals will be required to have their own room.
7. Use of Travel Rewards: The use of travel rewards programs (i.e. hotel and airline points) by travelers is permitted, and the rewards earned from official school travel may be used by travelers for personal benefits. However, travelers are prohibited from making any travel decisions that are not favorable to Promontory in order to gain more or better rewards.
8. Mileage Reimbursement: A traveler may elect to drive to a conference. Travelers will be reimbursed for the mileage driven to and from the conference up to the cost of the lowest reasonable airfare or simply for the mileage value, whichever is less.
9. Travel Scheduling: All travel reservations are to be made only **after** approval has been received by the Director. Reservations and holds may be allowed if there are no hold, change, or cancellation fees associated with the advanced registration. This includes airfare, rental car, and lodging.
10. Travel Advance: Travelers are eligible for up to a 90% travel advance for lodging and meals expenses for out-of-state travel.
11. Travel Expense Report
 - a. A Travel Expense Report must be completed and submitted no later than 30 calendar days after return from travel. Any expenses submitted subsequent to the 30-day requirement may not be reimbursed.
 - b. All expenses that are requested for reimbursement must be supported by an itemized receipt or other sufficient documentation.
 - c. Reimbursements will not be made for expenses that are not properly supported, not in compliance with this policy, related to travel that is not for a clear Promontory purpose or not approved by the leadership team and/or Director.
12. Monitoring
 - a. The leadership team and Director are responsible for monitoring employee travel to ensure that it is reasonable, appropriate, and beneficial for Promontory. Any indications of abuse of this policy for personal gain must be reported to the Director immediately. Abuse of this policy can result in disciplinary actions.
 - b. The finance crew will monitor the travel budgets for employees and board members and provide feedback as needed throughout the fiscal year.