

## **TRAVEL EXPENDITURES**

School District of Okaloosa County

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A. The guidelines in the Travel Procedures manual apply to all travel, even that being funded by internal funds. The Travel Procedures manual is available on the Finance webpage.

### **B. Individual Travel**

1. When reimbursing travel for an individual, the TDE (District personnel only) and Travel Reimbursement Forms shall be completed and kept at the school level rather than being submitted to the District Office.
2. The Travel Reimbursement Form shall be used as backup for the reimbursement check.
3. No expense money may be given to an employee in advance for an individual TDE trip.
4. The traveler may only be reimbursed after completing the proper paperwork.

### **C. Student Travel**

1. When internal funds are used for student travel (hotels, transportation, entertainment, and meals with pre-determined prices) the expenses shall be paid by one of the following methods:
  - a. Internal funds check using the check advance method,
  - b. District purchase order,
  - c. District VISA, or
  - d. District Car Rental Card (AVIS as of July 2009).
2. Required chaperone expenditures are considered a part of student travel.
3. If it is not possible to determine the expenses in advance, such as when paying for most meals, the sponsor may receive a cash advance.
4. When a school travels to out-of-state locations, they will be responsible for the hotel sales tax. The school has the option of applying to the State for a "Non-Profit Exemption Certificate" prior to travel. The "Non-Profit Exemption Certificate" cannot be issued to our District. It can only be issued to the specific school which is renting the out-of-state hotel room(s). The application process takes approximately six weeks; therefore, schools wishing to use this option will need to apply for the certificate at least two months prior to the planned trip. The application must be filled out completely and a letter (on letterhead) from the Principal of the school must be attached explaining the reason for the request.

