

Dexter Consolidated Schools

Purchase Orders Needed for Professional Development Travel

Lodging – create PO to Bank of America

PO Description: include reason for travel, destination, dates, names of staff attending, name of hotel. (*Lodging for NMASBO conference, 9/1-3/21, Albuquerque, Jeannie Harris, Embassy Suites - \$250*)

Please remember:

- Choose the most economic lodging – no room upgrades, etc.
- If the hotel room is more than \$215/night (before taxes), notify the Business Manager as written approval is required by PED.
- PCard shall be used to reserve and pay for hotel room and hotel parking.

District Vehicle – create PO to Dexter Bus Fund

Calculate round-trip distance, adding additional miles for any in-town travel. Multiply total miles by \$0.45 for an estimated cost of mileage.

PO Description: include reason for travel, destination, dates, names of staff attending. Do not include the mileage calculation on the PO request – only the total estimate. (*Use of district vehicle for travel to NMASBO conference, 9/1-3/21, Albuquerque, Jeannie Harris, \$225*)

Please remember:

- The District does not reimburse for travel in a personal vehicle.
- Request a vehicle through SchoolDude. The “organization” should correspond with the fund paying for the trip

Air Transportation – create PO to Bank of America

In the description, include reason for travel, destination, dates, names of staff attending, name of airline. (*Airfare for ASBO conference, 10/1-10/21, Dallas, TX, Jeannie Harris, American Airlines, \$500*)

Please remember:

- Enter total cost of each ticket on the requisition.
- Economy tickets only – no upgrades may be made for business class, emergency exit, etc.
- Luggage, parking, etc. shall be paid by individual and a detailed receipt submitted for reimbursement.

Travel Reimbursement – create PO to individual who is traveling

Estimate \$59 for every 24-hour period from the time of departure from district to the time of return to district. In the description, include reason for travel, destination, dates. (*Meal reimbursement for NMASBO conference, 9/1-3/21, Albuquerque - \$177*)

Include estimated cost for airport parking, airline luggage fee (one bag only), and ground transportation (Uber, etc.)

Please remember:

- After the trip, a **completed** [Travel Reimbursement](#) form must be submitted with copy of agenda, name badge and certificate of attendance (if applicable).
- In order to be reimbursed, itemized receipts for meals, luggage, airport parking, Uber/taxi must be submitted. It is sometimes difficult to obtain an itemized receipt from a taxi, but you will have one using a rideshare company.