

# Dexter Consolidated Schools

## Things to remember when traveling for the District

### PCard may only be used for:

- **Lodging**
  - 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 only.
  - Do not charge room service, refreshments, movies, etc.
  - The hotel **does not need** a copy of the PO – use the pcard only.
  
- **Air Transportation**
  - Economy tickets only – no upgrades for business class, emergency exit, etc.

### Itemized receipts may be submitted for reimbursement (*do not use pcard*) for:

- Airport Parking
  - Economy, non-covered parking
- Luggage Fees
  - The district will pay for one checked back on each flight
- Ground Transportation
  - Taxi, Uber, etc. for travel specific to:
    - Airport to Lodging / Lodging to Airport
    - Lodging to Conference / Conference to Lodging
- Meals for one person may be reimbursed for overnight travel only.
  - You are allowed \$59 in meal reimbursement for each 24-hour period that you are away.
  - Reimbursements will not be paid unless the following is complete:
    - **Completed [Travel Reimbursement Request](#)** form
    - List meals in date/time order
    - Attach copy of agenda, copy of name badge, and certificate of attendance (if applicable)
    - Attach **Itemized** receipts – tape them to a piece of copy paper, one-sided
      - Gratuity, not to exceed 20%, will be reimbursed ONLY if there is an itemized gratuity line printed on the receipt.
      - If the receipt includes multiple meals, only the cost of the individual meal will be reimbursed. Prorated tax and gratuity will not be reimbursed.
      - Alcohol will not be reimbursed. If alcohol is on the receipt, you will be reimbursed for the amount of food only. Prorated tax and gratuity will not be reimbursed.

### PCard – with a PO, you may check out a PCard from your building secretary

- PIN is the last four numbers of the card
- Write PO number on all receipts
- Sign and date receipts, and turn them in with your pcard

### Gas Card – a gas card is in the glove box of the district vehicle

- Enter odometer reading and PIN number at the gas pump
  - PIN is the last four digits of your social, unless you have been told otherwise.
  - Use the lowest octane grade of fuel – do not purchase mid-grade or premium fuel.
  - Obtain a receipt. If the gas pump does not provide one, ask the clerk for a receipt. A photo of the gallons pumped and price is also a good idea.
  - Sign and date receipt, and leave it in the trip envelope.

### Trip Ticket

- Complete all highlighted areas of the trip ticket.
- Sign and date.
- If there are any issues with the vehicle, make a note at the bottom of the trip ticket.
- Drop the trip envelope (keys, gas receipts, trip ticket) in the gray mailbox in the high school staff parking lot.