

Student Conferences Travel Requests

Information Gathering

The main thing to note about student conferences travel is that there is no such thing as too much information. In order to be approved every line and every detail must include backup documentation.

- Where are you going?
- Why are you attending?
- When are you leaving?
- When do you plan to return?
- Who is attending? (Students and adults)
For overnight stays, a travel roster is provided so that you as a teacher or adult leader can assign rooms based on name and gender.
- How do I find the travel request form????
 - Go to [D11 Intranet](#) and select the FORMS tab, scroll down to find the TRAVEL section. Don't leave this area – you will need more of these forms!
 - HINT: Download all of them to your computer and save them to a file you can find anytime.

Other questions and concerns:

“How do I find and include the details to the event my students and I are attending?”

Search the event on your browser online. Search for: Schedules or agendas as well as tabs for instructors showing forms, registration instructions as well as travel and lodging suggestions. Many times lodging has been partially accommodated with special rates and locations for certain events.

“How do I lock in hotel reservations early without official approval from D11 Admin?”

It is usually more important than many realize now that much of our travel arranging is done at a dot com address without human interaction, but we owe it to our students and families to interact personally via phone conversation. After you talk to the hotels via phone to introduce yourself and let them know of your event, follow up with an email acknowledgment and thank them for their consideration while copying MATTHEW.LUCERO2@D11.ORG. In the case of my absence please also include JANET.MILENSKI@D11.ORG. At this point I can get involved with the transaction by sending them our Tax ID certificate and asking for their credit card authorization and tax-exempt forms. Starting this process not only establishes the relationship but lets the hotel management know of our serious intent to do business.

“What sort of hotel do we try to book?”

Look for a reputable establishment. Either by name or referred to you by the organizing the event. Before considering proximity and perks, first consider the hotel's design and location. A hotel with a “questionable” or odd name and far from a paved road with doors to the individual rooms exposed to the outside parking lot or driveway is a bad choice. Do not book “The lucky U Motel” or the “Do Drop Inn” because of great rates! These are your kids - SAFETY FIRST!

Please note the explanations below by section of the **D11 Travel Request Form** (below) also found on the [D11 Intranet under "Forms"](#) and then "Travel" section. The following graphics are merely examples.

Colorado Springs School District 11
Travel Request Form
(Complete form and print. Your form will not be saved)

For questions call 02060

1 Contact Person's Name: Your Name as D11 staff member submitting ← Your name

2 Dept./School: ALL / 621 Contact Phone #: please include! ← Your phone #

3 Travel Dates: From 2/8/18 Through 2/10/18

4 Destination/Purpose: Colorado All State Orchestra - CSU Ft Collins, CO

1. Your Name as the person submitting and to whom questions will be directed.
2. If you are requesting funding support from Achievement, Learning & Leadership, department 621, please indicate as shown.
3. Date for your request must show when you are leaving D11 to travel to your destination and when you will depart that destination. Print and include a schedule of events or agenda from the event website or a reliable email justifying dates that you are planning on traveling.
4. Be as precise as possible with "destination and Purpose" including City and State of destination.

If vendor accepts credit cards, District P-Card is the preferred method of payment

	Payments Made To	Amount	Date Needed	P-Card	CK
5 Conference Fee	CMEA	\$220.00			
6 Air Fare	N/A	\$0.00			
7 Lodging	Hilton, Ft. Collins (Estimate)	\$1,200.00			
8 Ground Transportation/Shuttle	D11 vehicle	\$400.00			

ADMIN WILL MAKE P-CARD PAYMENTS TO HOTEL, CONF FEES AND AIRLINE COSTS!!

5. Note to whom registration is being paid and cost. **Admin will make p-card payments to Registration fees, hotel and airline costs after the travel request is approved.** Backup documentation must include a print of the website information justifying this cost or an email from those conducting the event.
6. Note name of Airline and estimate cost including your flight cost and baggage cost. Always round-up to the next higher hundred-dollar amount. Airline costs do not always apply to student conferences so use "N/A"
7. Lodging must indicate where you are staying with documentation showing pricing. It is good to over-estimate based on taxes and fees if not already stated in your documentation.
8. Ground transportation includes your cost estimate sent to you from D11 Transportation if using a D11 bus or the price quote from a charter company if applicable.

More regarding Transportation and Risk Management:

Please contact D11 Transportation to advise as to what type of bus will be provided. You need to not only consider passengers but cargo as well! Outside charter companies are only for situations where D11 CANNOT provide services – No longer our first choice for larger groups as the district has now acquired larger buses. Charter costs are significantly higher.

For specific information regarding D11 transportation please visit their site under [Field Trips](#). Also note that your school may already have a login for the [online field trip request](#). Email: TRANSOPS@D11.ORG or phone: 719-520-2940. Contact them as soon as you are considering a trip. 30-days prior notice is asked in order to get bookings confirmed.

IMPORTANT LINKS:

[Board of Education Field Trip Policy-\(IJOA\)](#) Note description of Standard and Non-Standard Field Trips. **Field Trip Forms for Non-Standard Field trips will need to be signed by parent, principal and K12 Executive Director.**

[Board of Education Regulation to Field Trip Policy-IJOA-R](#)

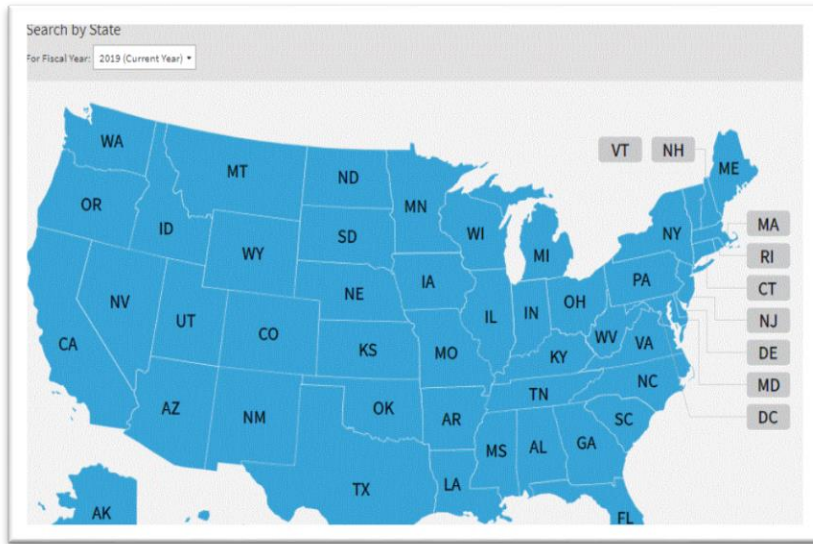
Download and use:

[Field Trip Form - English](#) to be signed by parent of student traveling, and school principal.

[Field Trip Form - Spanish](#) to be signed by parent of student traveling, and school principal.

[Other resources for Field Trip liability](#)

Per diem calculation



Begin by visiting the [GSA website](#) that determines per diem rates by geographical location. Scroll down to select the state to which you are traveling.

You can scroll down to the graphic of the United States and click on Colorado.

At this point you will see two matrices. The first shows acceptable lodging rates by location and month of the year. The second shows Meals and Incidentals (M&IE) that can be paid per location. **PRINT both** of these matrices to be included in your travel request package. This information will justify your expenses.

Next take note of the dollar amount in the M&IE Total Column. This is the dollar amount you will plug into the per diem calculator worksheet that calculates the per diem amount that D11 will pay each adult traveler for meals for the duration of the trip.

Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.


Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner. Amounts for breakfast, lunch, dinner, and incidentals must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Show entries

Primary Destination	County	M&IE Total
Standard Rate	Applies for all locations without specified rates	\$55
Aspen	Pitkin	\$76
Boulder / Broomfield	Boulder / Broomfield	\$66
Colorado Springs	El Paso	\$66
Cortez	Montezuma	\$61
Crested Butte / Gunnison	Gunnison	\$76
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$76
Douglas	Douglas	\$61
Durango	La Plata	\$71

Per diem calculation and worksheet

Next type in the dollar amount per day rate  into the per diem calculator worksheet. This is a separate Excel file that calculates automatically based on the rate per day and the meals you need to pay for each day. Breakfast, lunch and dinner are calculated at different rates per the GSA.GOV criteria.


IMPORTANT!
Place a number a 1 at each meal **you will not be provided for by the event organization** during the event you to which you are traveling. Lunches, dinners or banquets provided for at the event.

The agenda, any confirmation emails, website info that you need to print must be included in this travel package will confirm meals provided if any.

NOTE: Plan ahead and make sure there is room at a hotel that provides free breakfast. Being thrifty with taxpayer funds will enable for student conferences trips to be funded by the district. If this fund runs out, then future trips may not be approved to be paid for with the Student Conferences budget.

GO to the Per Diem Link under the Travel Guide on the Intranet to get the M&IE Rate for the City you are traveling to.
<http://www.gsa.gov/portal/category/21287>

City you are Traveling to Ft Collins, CO

M&IE Rate of Destination City \$59.00 

Meal	# of Meals	% of Per Diem Rate	Amount	Total for each meal
Breakfast	<input type="text" value="0"/>	0.25	\$14.75	\$0.00
Lunch	<input type="text" value="3"/>	0.25	\$14.75	\$44.25
Dinner	<input type="text" value="2"/>	0.50	\$29.50	\$59.00
Total Amount to Be issued				\$103.25

Do not include meals that will be provided for by the conference.

Please include a copy of the Per Diem page from the Intranet showing the rate you are using.

If flying, please include a copy of flight itinerary.

Call 520-2060 if you have any questions.

Day	Days of Travel				Total
	8-Feb	9-Feb	10-Feb		
Breakfast					0
Lunch	1	1	1		3
Dinner		1	1		2

Also, Do Not place a number 1 in the first meal prior to leaving for the trip

AND

keep in mind your estimated return time when asking for a meal during the trip back to the district the district drop off point.

Mileage

If any D11 employees are unable to ride along with students on the bus and are traveling with their own personally owned vehicle use the Colorado Mileage Chart. **BE AWARE that an adult must accompany students on the bus on out of town trips. Charter bus companies will not depart without at least one adult per bus.** See below mileage based on 50 cents per mile and round-trip distance. See example below.

EFFECTIVE JULY 1, 2018

0.50	ROUND			ROUND			ROUND	
CITY	TRIP	TOTAL	CITY	TRIP	TOTAL	CITY	TRIP	TOTAL
Air Force Academy	40	20.00	Erie	191	95.50	Meeker	532	266.00
Akron	318	159.00	Estes Park	266	133.00	Monarch	250	125.00
Alamosa	326	163.00	Evergreen	170	85.00	Monte Vista	360	180.00
Antonito	392	196.00	Fairplay	168	84.00	Montrose	462	231.00
Arvada	158	79.00	Falcon	32	16.00	Monument	34	17.00
Aspen	314	157.00	Florence	90	45.00	Mt.Princeton	204	102.00
Ault	266	133.00	Florissant	88	44.00	Nederland	236	118.00
Aurora	154	77.00	Fort Collins	264	132.00	Northglen	162	81.00
Beaver Creek	326	163.00	Fort Lupton	162	81.00	Ordway	184	92.00
Boulder	194	97.00	Fort Morgan	296	148.00	Ouray	534	267.00
Breckenridge	296	148.00	Fountain	34	17.00	Pagosa Springs	484	242.00
Brighton	178	89.00	Frisco	270	135.00	Palmer Lake	38	19.00
Broomfield	178	89.00	Garfield (Ski Monarch)	250	125.00	Parker	110	55.00
Buena Vista	188	94.00	Georgetown	224	112.00	Peaceful Valley	240	120.00
Burlington	300	150.00	Glenwood Springs	396	198.00	Penrose	66	33.00
Calhan	70	35.00	Golden	164	82.00	Peyton	50	25.00
Canon City	90	45.00	Golden Bell	98	49.00	Ponderosa Bible Camp	46	23.00
Cascade	20	10.00	Granby	300	150.00	Pueblo	84	42.00
Castle Rock	80	40.00	Grand Junction	574	287.00	Pueblo West	83	41.50
Catamount Ranch	56	28.00	Greeley	244	122.00	Rail Test Center	150	75.00

Your form showing per diem and mileage should show both dollar amounts separately as well as the name, address and employee number of the person receiving this allowance. This amount will be automatically deposited into the employee’s Direct Deposit account. See below.

PER DIEM / MILEAGE TOTAL OF BOTH

Attendees: Per diem/Mileage checks Payable to	Amount	Emp ID Required	Pickup Check	Direct Deposit or Mail Check
Name: Paul Jacobson \$103.25 / \$0	103.25	22123	<input type="radio"/>	<input checked="" type="checkbox"/>
Home Address: 1122 Boogie Ave., Colorado Springs, 80909				

Submitting for Approval

Page 1: Travel Request Form completed with all info outlined in pages 1-6 of this guide

Page 2 and more: These need to be website pages printed showing announcement and dates of the event as well as schedule of happenings at the event, any pages published or emails indicating meals that are provided by the event as well as registration costs. **This is where you “Sell it” – What, Where, When and Why are you attending?!**

Succeeding pages:

- Completed per diem calculation along with the pages printed from the [www.gsa.gov per diem look-up](http://www.gsa.gov/perdiem-look-up) site that shows what city you are traveling to and the Meals & Incidental Expenses (MI&E) rate you used to calculate your per diem outlined in pages 4 and 5 of this guide.
- Also include CO Mileage Chart for anyone driving a personal vehicle. See page 6.
- [Student Roster](#) with names of students, school attending, and gender indicated as you will arrange according to hotel rooming assignments. Most hotels will ask for this and the district needs to be accountable for this information as well. Please complete this roster even if your event is not over-night.

Please scan and email this multipage document you have now accumulated to me as soon as possible! This completed package will be reviewed and approved here at admin. MATTHEW.LUCERO2@D11.ORG.

We will contact you as soon as we are able to confirm final hotel arrangements. Please expect communications in the form of phone calls and/or emails from [Summer Earthsong](#) at [D11 Transportation](#) regarding your field trip and any questions or concerns they might have.

**BEFORE TURNING IN FOR APPROVAL – FIND AND PRINT EVERY BACK UP
PIECE OF INFO SO THAT ALL OF YOUR COSTS ARE DOCUMENTED.**

[Link to example](#)

GUESSING OR ASSUMING ONLY DELAYS THE PROCESS.