



Superintendent's Circular

NUMBER:
FIN-01
Version 01

TRAVEL POLICY – PROCEDURES FOR APPROVAL AND REIMBURSEMENT

This circular will remain in effect unless rescinded or superseded by a subsequent version.

Most Boston Public School business is conducted locally, on-line or by telephone. Under some special and limited circumstances, overnight or out-of-state travel may be required. These circumstances usually arise if the Boston Public Schools is obliged to send staff out-of-state if a strong case can be made that such travel would substantially benefit the district.

In all cases, a request for subsidized travel requires justification, **prior** notification, and **prior** approval. BPS is not obligated to reimburse any employee for travel costs that were not approved according to this policy.

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TRAVEL APPROVAL

1. Applicants must secure approval using the online form; [sign in here](#). Directions for this process are in the [BPS Travel Request documentation](#) document. It is the sole obligation of the traveler to determine that sufficient funds are available for reimbursement.

2. No travel should occur until the traveler receives a fully APPROVED travel request. Any travel request that is received AFTER the travel has occurred will NOT be reimbursed.
3. All overnight and out of state travel requires prior approval and must be submitted at least 20 days prior to departure date. When you apply, the online form will go through the following approvers for signatures: school leader, school superintendent/division chief, financial analyst, chief financial officer, and operations manager/superintendent. The traveler will need to follow their travel approval application online in case there is a question that an approver may have or a denial which they will note on the application. When the application is approved, you are then eligible to travel and receive any reimbursements owed to you.
4. Please note that only these two accounts must be used:
 - **52802** for planes, trains, busses, taxis, Ubers/Lyfts etc. – the cost associated with getting there.
 - **52804** for conference fees, hotel, food etc. – the cost associated with being there.

You should also use these two accounts when doing requisitions for travel.

5. Supporting documentation describing the conference and the purpose of your attendance must be attached to the online travel request form with any other pertinent information.
6. All staff planning to attend an overnight or out-of-town conference are required upon their return to prepare a

report of the presentations/workshops, etc., attended and to submit their report to their immediate supervisor, who shall determine the format of this report.

7. If travel is being paid for by the conference host, the **BPS Employee Disclosure Form** (3 pages) **must** be attached to your "Travel Approval Form" application.

REIMBURSEMENT OF TRAVEL EXPENSES

To secure prompt reimbursement for travel, reimbursement requests must be submitted to the Business Office within fifteen (15) business days after the travel has occurred. The traveler must submit the following forms, documentation/receipts to Accounts Payable, Office of the Business Manager (emails accepted):

1. A completed [City of Boston Special Draft/Non Order Form](#), filled out completely with:
 - School/department
 - Date
 - Full name of person being reimbursed
 - Full address of person being reimbursed
 - Vendor # (see NOTE below)
 - Funding source
 - Full *detailed* description: name of conference, dates, and place/state where held
 - Amount being reimbursed
 - Signed by the employee's immediate supervisor.
2. A copy of City of Boston and County of Suffolk [Travel Expense Voucher](#) (attached). This form must be filled out completely with each daily expense, then signed on the lower right by the person taking the trip and on the lower left by the department head.

3. The "Certification Form" attesting, under the pains and penalties of perjury, that the requested reimbursement was incurred as reasonable expenses in the service of the City of Boston.
4. A copy of the approved Request for Travel Approval form **MUST** be attached.

IMPORTANT NOTES:

BPS does not reimburse taxes for expenditures. BPS will reimburse taxes and tips on **FOOD ONLY**.

Reimbursements cannot exceed the amount authorized by the Superintendent. Only in extreme conditions can this original amount be increased via an amended travel form which must be submitted to the Finance Office **prior** to travel.

If travel substitution occurs, an amended form approved by the Superintendent is required before travel. A copy of the "Travel Approval" must be submitted with each request for reimbursement.

REMINDER: You must be registered on the City of Boston Vendor/Supplier Portal file to be reimbursed. Go to www.boston.gov/procurement, click on "Go to Supplier Portal," and follow the instructions. Wait until you are an approved vendor and have acquired your vendor number before submitting for reimbursement.

If submitting by paper:

- **ONLY** submit single-sided_reimbursements packet – not double-sided.
- 12-point font or larger on 8.5 x 11 white paper.

- DO NOT highlight or put scotch tape on receipts because it fades the receipts; use staples. Only legible receipts will be reimbursed. Must submit copies of all cash register receipts on 8.5 x 11 paper.

ALLOWABLE EXPENSES

1. Economy class commercial carrier charges (airlines, trains, buses) are to be used at all times. The maximum reimbursement will be limited to the lowest commercial carrier fare to the destination. The maximum limitation does not apply for in-state travel.
2. Hotel charges are limited to **\$200.00 per night**. Exceptions to this limit will only be approved if:
 - a) basic accommodations are unavailable, or
 - b) basic accommodations are too distant from the event, or
 - c) the event is being held at a specific hotel.
3. The purchase of meals will be reimbursed when supported by original receipts, not to exceed **\$50.00** per day. A maximum of \$25.00 per day will be allowed without receipts. Each person traveling must pay for their own meals (NOT other individuals or group meals) unless otherwise noted on the Travel Approval Request; the name of each individual must be listed on the Travel Approval Request prior to travel.
 - a) Gratuities cannot exceed 20%.
 - b) Original receipts must include an itemized breakdown of what was ordered. If an itemized breakdown is not provided, the \$25.00 per-diem allowance will be reimbursed.
 - c) Reimbursement for room service also requires the submission of an itemized breakdown.

4. Conference registration fees must be supported by original documentation.

LOCAL TRANSPORTATION CHARGES

1. Car rentals/gas and airport parking must be listed on the "Travel Approval" if reimbursement is to be requested.
2. Charges claimed for taxis/Lyfts/Uber's must be supported by original receipts.
3. Travel by automobile is eligible for reimbursement at the current IRS allowable rate per mile (see Superintendent's Circular FIN-02 – Mileage)
4. Tolls and parking charges must be supported by original receipts.

MISCELLANEOUS TRAVEL ISSUES

1. **Travel by City Contractors/Vendors.** Some contracts and/or service agreements may require the vendor to travel on behalf of the Boston Public Schools. The City of Boston Travel Policy must be incorporated by reference into the contract/agreements prior to execution.
2. **Conflicting Obligations.** It is generally not permissible, without the prior review and approval of the Office of Legal Advisor, to engage in travel sponsored by a third party.

IMPORTANT REMINDER

The Fiscal School Year ends on June 30 each year and July 1 starts the new Fiscal School Year. You cannot use current school year funds to pay for prior school year expenses.

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Reimbursements that are not submitted within the School Fiscal Year will be in jeopardy of non-payment.

For more information about this circular, contact:

Owner:	Principal Account Clerk Accounts Payable Business Services
Department:	Operations
Mailing Address:	Bruce C. Bolling Building, 2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-9472
Email:	finance-staff@bostonpublicschools.org

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CITY OF BOSTON AND COUNTY OF SUFFOLK

TRAVEL EXPENSE VOUCHER

THIS FORM IS SUBMITTED WITH REIMBURSEMENT RECEIPTS

TO THE AUDITING DEPARTMENT (Business Office).

ORIGINAL TO BE FILED IN AUDITOR'S OFFICE

Month of:

Name of Official or Employee:	Department and Unit: Boston Public Schools
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Day	Description	PRIVATE AUTOMOBILE		Rail- Road Fares	Bus Taxi and other fares	Meals			HOTEL	Tele- phone & Tele- graph	All Other		TOTAL
		Miles	Amount			Break -fast	Lunch	Dinner			Item	Amount	
	TOTALS												

By signing this voucher you certify that each item of expenditure was incurred and was necessary in the service of the City or County and complies with the regulations on the back of this voucher.

I hereby certify that I have personally examined this statement, that I approve of each item of expense hereon, that each item conforms to the regulations printed on the back, the amounts charged are reasonable and the expenditures necessary in the service of the City or County.

Signature

Signature

Department Head

Employee