



# Operations Manual

<b>Governed By:</b> Fiscal	<b>Effective Date:</b> 04/01/2013
<b>Procedure:</b> Out of Area Travel #3	<b>Updated Last:</b> July 2013
<b>Purpose:</b> To process out of area travel request accurately and timely for employees sent on agency business that are entitled to receive a per diem.	
<b>Refer to Policy #:</b>	

## Summary:

An Out-of-Area Travel form must be completed, approved and sent to Fiscal two weeks before scheduled travel date for out of area agency business. Listed below is a brief description of the process for completing the form :

- Enter the appropriate program and expense code (example 301110-70000 for Head Start PA20 or 343030-78500 for YB-DOL Out of Town Travel).
- Complete the last name, first name and position fields.
- Part 1 Travel Authorization-All information such as destination, travel dates and times (Airport check-in time and return flight time) must be completed. Purpose of travel is the name of the conference.
- Part 2 Cash Advance- per diem (daily food allowance) is \$70 per day depending on travel times broken down as follows:
  - Breakfast \$15.00 departure before 6:30 am and return before noon.
  - Lunch \$20 departure between 6:31 am and 11:30 am and return before 6:00 pm.
  - Dinner \$35 departure after 11:31 am and returning after 6:01 pm.
- Note: If any meals are included in the conference registration fee, no per diem will be given for that meal.
- Transportation is tools if you are driving to the conference. Other expenses include airport parking, taxi, airport shuttle, baggage fees, etc. Total will be the amount of the check needed as broken down in your detail.
- The traveler and the program director need to sign the form before it is sent to Debra Bedard (Vice President) for approval and signature.
- **It is imperative that the approved request be forwarded to fiscal two weeks in advance to allow adequate time to process the check.**
- Part 3 Actual Expenses- upon return you must report to fiscal within 3 business days. At that time you should have all of your receipts from your trip with you. ( Per Diem amounts do not need receipts). Fiscal will help you complete the form with your actual

expenses and determine if there are any differences, as far as if you are owed or CEO is owed an amount.

- If you are driving a CEO care be sure to get gas receipts and complete vehicle log.
- If you are driving your own car you will need to provide odometer reading for mileage reimbursement.



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<b>Purpose:</b>	

**Summary:**