

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 2.804.1

Travel Guidelines

Travel Expense Guidelines - Administrative Procedure

General

To best utilize the resources available to the school district, employees are expected to minimize the costs of necessary business travel and make conservative selections in their choice of lodging and transportation. Employees will utilize economy and practicality; thoroughly document all expenses; and complete necessary authorization and reimbursement reports.

Travel expenses by board members and school district employees consist of transportation, meals, accommodations, and miscellaneous expenses that are incidental to travel. All travel must be approved before any arrangements are made. Prior to the scheduled meeting/conference, a Travel Authorization Request (TAR) form shall be submitted by all school district employees, except the Superintendent or Executive Directors. While board members are not required to submit a Travel Authorization Request form, any travel and attendance at conventions/meetings shall be authorized in advance by the entire Board.

Requests for reimbursement shall be submitted on a Travel Reimbursement Request (TRR) form and submitted to the Business Office within thirty (30) days of the date of completion of such travel.

Transportation, Accommodations, Registration, Per Diem, Etc.

Specific guidelines for the allowability of various travel expenses are laid out in the Travel Policy & Procedures Manual that is published and maintained by the Business Office. The Manual can be found on the Oak Ridge Schools website on the Business Services Resources page.