

230 – Travel Policy



It is the policy of GWA to pay for the reasonable business expenses of employees traveling on official school business. All travel must be approved in advance through the Executive Director.

Employee-paid travel will not be paid in advance. Once travel is completed, a request for reimbursement must be filed with the office, as per the guidelines in this policy. In general, events where attendance is mandatory and travel is required will qualify under this policy, with the following exceptions.

- Events occurring within 75 miles of GWA, including those spanning multiple days will not qualify for overnight expenses, unless such travel is arranged by the GWA purchasing agent and approved in advance by the Executive Director. These events are still eligible for reimbursement for mileage, parking, agreed upon meals (within per-diem guidelines as outlined in this policy), and other event related expenses.
- Expenses not specifically covered by this policy may still be reimbursable, with prior written approval from the Executive Director.

Personal Conduct

When traveling on GWA business, employees are expected to maintain a professional standard of conduct and dress. Employees should remember that one's demeanor and dress reflect directly on GWA's image, and must conform to GWA's dress and conduct policies. Behavior deemed detrimental to the reputation of GWA will be dealt with in the same manner as if it had occurred on-campus.

Qualifying Expenses

Air Travel

GWA will reimburse the cost of economy class airfare, including the cost for one (1) checked bag. Costs for additional luggage, or for oversized or overweight bags, will be the responsibility of the employee. All Air Travel reservations shall be made by the GWA purchasing agent for the least expensive and most convenient air fare available at the time reservations are made, unless otherwise specified by the Executive Director.

Land Travel

All Land Travel reservations shall be made by the GWA purchasing agent for the least expensive land travel fare available at the time reservations are made, unless otherwise specified by the Executive Director.

Personal Vehicle

No reimbursement will be made for any depreciation, payments, maintenance, repairs, oil, insurance, vehicle registration fees, fuel, or any other charge for the required travel. Employees are responsible for carrying

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liability insurance. All personal vehicle reimbursement must be accompanied by a mapquest, google maps, or other comparable documentation of distance traveled. If you choose to take your own vehicle gas will be reimbursed based on receipts collected and attached to the PO. If you are the only one attending the conference it is preferred a rental car is provided through the school. If you choose to take your own vehicle to a training/conference and a school vehicle is being provided there will be no reimbursement provided.

Car Rental

GWA will rent an approved vehicle for approved business travel and reimbursed for gas charges. Employees traveling together should, whenever possible, share a vehicle. Rental car class will be determined by the number of travelers. The least expensive vehicle class that will reasonably accommodate all travelers should be selected.

Other Travel

Taxi/Limousine Service/Rail or similar costs will be reimbursed where necessary for the conduct of GWA business. Prior approval should be obtained (where possible) from the Executive Director, and may be verbal or written.

Meals and Incidentals

The GWA meal allowance covers up to three daily meals. No reimbursement will be paid for meals for travel of less than four hours. Meals paid for or catered by outside vendors will not be reimbursed. If traveling to a conference where some meals are provided, reimbursement will not be paid for provided meals. Meal expenses must be properly documented, and itemized receipts must be submitted with reimbursement request form. Employees will be compensated for each allowed meal (per criteria above), according to current state rates.

Other Expenses

Expenses incurred by those traveling on GWA business but not explicitly spelled out in this policy may be eligible for reimbursement, if approved.

Spouse/Family Travel

At times, employees may wish to have a spouse or other family member accompany them on a business trip. When this occurs,

- Travel arrangements must be made by the employee. The GWA purchasing agent cannot book family travel.
- Additional vehicles (mileage) required to transport family members that would not have been required in their absence will not be reimbursed by GWA.
- No expenses incurred by family members or guests will be reimbursed by GWA.

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- Hotel accommodations will only be reimbursed at the standard double-occupancy rate. If fewer rooms would have been required in the absence of additional family, the employee will be responsible for the entire cost.
- Spouses\guests\family attending school related functions are expected to observe the Personal Conduct guidelines defined in this policy.

Unexpected Circumstances

In the event that an approved, planned and pre-paid trip does not take place:

- If the event was changed or cancelled, or if GWA decided the travel is not required, refunds for payments already made, or for reservations that cannot be cancelled, will be the responsibility of GWA and will be reimbursed to the employee.
- If the employee is unable to travel due to personal reasons not related to FMLA, the Executive Director must be notified and payments already made may be the responsibility of the employee.

Reimbursement Request Form Submission

A Reimbursement Request Form may be obtained from the GWA office. Reimbursement Request Forms must be filled out in their entirety, including attaching any and all **original receipts**, and signed by the employee before being reviewed by the Executive Director and, once approved, paid by the Business Administrator. Forms not accompanied by travel receipts will not be considered for payment. In cases where a receipt cannot be obtained, a statement to that effect must be attached to the form, which will be reviewed and considered by Administration but which, at the sole discretion of Administration, may not be reimbursed. Expense forms must be submitted within ten (30) calendar days of the end of travel. Forms submitted after that time will be considered only at the discretion of the Executive Director.