

River Valley Child Development Services
Overnight Travel Checklist and Instructions

- According to RVCDS policy, all overnight travel must be preapproved by the Program Director and the Executive Director prior to travel.
- Overnight travel is the only situation in which meals and/or lodging are allowable and reimbursable expenses.
- Employees have a financial obligation to keep expenses to a minimum and to use resources to the agency's best advantage. If an employee chooses a mode of transportation that causes RVCDS to incur additional expense, the employee is responsible for paying the difference.
- Reimbursement for overnight travel is contingent upon resource availability and budget restraints.

Preparing for Travel:

- Read and carefully review the RVCDS Travel Policy and Procedure.
- Complete and submit a Conference/Planning Form (printed on pink paper) to supervisor for approval at least 30 days prior to registration due date (or 30 days prior to first day of conference/training if no pre-registration is required), and all supporting documentation. If approved, this form and all of the forms in the travel packet* will be sent to the Executive Director, Business Director and then to the Travel Coordinator.
 - Travel Packet
 - Conference Planning Form
 - Travel Acknowledgment Form
 - Supporting documentation (flyer, agenda)
 - Registration Form (if applicable)
 - Travel Advance Form (light blue paper)
 - Flight information (if applicable)
 - Conference Scholarship Form (if applicable)
- If traveling by car- personal vehicle or rented automobile, mileage will be reimbursed using a standard, reliable tool of measurement (such as Google Maps) for calculation. Rental fee is employee's responsibility.
- Employees are expected to share rooms according to Travel Procedure. Travel Coordinator will make room arrangements according to indications listed on Conference/Training Form.
- Meal reimbursement will be determined based on the Federal Per Diem Rates set by the U.S. General Services Administration (www.gsa.gov/perdiem), according to Travel Procedure.
- Employees are expected to have a personal credit card (not a debit card) for use when traveling to be used for incidental expenses.
- Two weeks prior to departure, employee will have in hand all travel arrangements- conference registration confirmation, air travel confirmation, hotel confirmation information, any shuttle or driver services that have been arranged, etc.

While Traveling:

- Retain itemized receipts for meal reimbursement. Multiple receipts may be submitted for a single meal reimbursement, if doing so does not exceed the maximum allowable limit for the meal. Gratuity will be reimbursed at a maximum of 15% of subtotal of the bill (before tax). Alcohol will not be reimbursed under any circumstances.
- Every effort will be made to obtain a receipt for parking and travel by rail, subway, bus, metro, shuttle and taxi.

Upon Return:

- Complete Overnight Travel Reimbursement Form and submit to supervisor for approval within 5 business days of return to work from travel. Supervisor will submit to accounts payable. Forms submitted later than 30 days after due date will not be honored.