



NSBA / NEPN: DKC

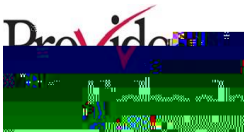
PPDS EVENT TRAVEL POLICY

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This policy applies to all travel undertaken by all PPDS employees for any work-related purposes effective upon adoption by the School Board.

In order to develop talent, enhance professionalism, and promote networking, PPDS allows and encourages assignment-appropriate participation at conferences, meetings, and events (“Events”) and related travel for employees at all levels.

In light of the fact that Federal funds are used for a significant portion of Events and related travel costs, this policy draws substantially from the U.S. General Services Administration (“GSA”) travel policies and guidelines, as outlined at www.gsa.gov.



Airfares will be reimbursed at the economy/coach or equivalent class rate.

If a premium class of service (e.g. "Business") is available on rail for less than comparable coach/economy airfare, employees may be reimbursed at that premium rate for rail travel.

**TRAVEL BY
PERSONAL
AUTOMOBILE**

Travel by personal automobile is permissible when the cost of traveling in this manner is comparable to or lower than the cost of traveling by air.

Travel by personal automobile will be reimbursed at the GSA mileage rate (available at www.gsa.gov/mileage) between the employee's current assigned work location and the Event location.

Tolls will be 100% reimbursed with receipt/supporting documentation.

Travel proposals including personal automobile travel will include estimated mileage and documentation (e.g. printout of directions and mileage from a driving-directions website).

