

(November 2008)

GUIDELINES FOR POLICY
316.01: TRAVEL

- 1) Use Excel file provided for reporting out-of-state travel. (Attached)
- 2) Send report in Excel format by email to Kathy Childree, kchildree@dpe.edu twice monthly.
- 3) The first report should be submitted on the first workday of the month and cover the period of the 1st through the 15th of that month. Example: Report submitted on August 1 would cover all approved travel for the period August 1-15.
- 4) The second report should be submitted on the 16th (or first Monday thereafter if the 16th falls on a weekend). This report should cover the period from the 16th until the end of the month.
- 5) Travel approved for a period for which a report has already been submitted should be included on the next report submitted.
- 6) The content of the report should be as follows:
 - (a) Your institution's name should be input where the word "College" is on the form.
 - (b) Dates of Travel. The dates of travel should include day travel began to day travel ended. Trips which do not include overnight travel (day trips) need not be reported.
 - (c) Employee Name. No travel need be reported for trips by students; only the employees of the institution.
 - (d) Title. Please include the full title (no abbreviations). If an employee has multiple titles, use the one which most closely identifies with the purpose of the travel.
 - (e) Travel Location. One line should be used for each destination.
 - (f) Cost. The entire cost of the travel paid by the institution should be included.
 - (g) Purpose. The name of the meeting to be attended or other purpose of the travel should be noted. Please do not use abbreviations.
 - (h) Note any exceptional circumstances for any of the categories—such as, cost is paid by the organization for the person to attend that particular meeting.
 - (i) Please list the person's name, phone number and email address who is submitting the form in case questions arise.
- 7) If you have any questions, please contact Kathy Childree at 334-242-2916 or the above email.