



CARTWRIGHT SCHOOL DISTRICT NO. 83

5220 W. Indian School Rd. Phoenix, AZ 85031 (623) 691-4000 www.csd83.org

Learning for all. Every child, every school, every day.

"One Team, Una Familia!"

Dr. LeeAnn Aguilar-Lawlor
Superintendent

Ms. Ema Jáuregui
Assistant Superintendent
Educational Services

Dr. Ed Murphy
Assistant Superintendent
Human Resources

Mr. Zeek Ojeh, CPA, MBA
Assistant Superintendent
Financial & Auxiliary Services

Dr. Rebecca M. Osuna
Assistant Superintendent
Administrative Services

(When printing, printed as one document front and back)

Cartwright School District Guidelines for Travelers

This is a brief summary of what is allowed and what is not. Please refer to State of Arizona Accounting Manual Topic 50 Travel..

Employees will be reimbursed for the following items once they are in official travel status. Official travel status is defined as: outside a 50 mile radius from their work station per (ADOR) Arizona Department of Administration Travel Policy.

What is covered:

- **Per Diem for meals while in official travel status that are not offered by the Conference.** The amount varies by destination per ADOR policies. If food is offered for breakfast, lunch or dinner per diem is not allowed.
- Transportation to or from airport to conference hotel, and transportation for meals subtracted from per diem.
- Mileage to conference hotel if in official travel status
- Parking at reasonable rates. This is verified online.
- Fees for checking 1 bag at airport
- Internet fees if required by supervisor
- Rental Car if preapproved by the Executive Team
- Airport parking at **lowest rate.(Economy lots)**
- Tips to taxicab and car service drivers, up to fifteen percent (15% MAX) of the fare. One dollar (\$1) for checked in bag may be added, if the driver helps with the traveler's bags.
- **Up to 75% of per diem will be cover on Departure or arriving day.**

What is not covered:

- Transportation from home to airport, or from airport to home
- Excessive parking fees. This is verified online.
- Fees for checking more than one bag (District pays for the 1st checked bag. Traveler is responsible for any additional bags).
- Per diem will not be paid for any meals provided at the Conference
- Mileage while not in official travel status.
- Any meals while not in official travel status.
- Flight or travel insurance
- Traffic citations or illegal parking tickets
- Curbside check in-check
- Any upgrades like hotel or seating on a plane.
- Elective expenditures (like valet parking, Laundry service, excessive tips, etc) are covered in the per diem and will not be reimbursed by the District.

Meal receipts are no longer required, but please remember:

- Alcohol is not reimbursable

With your travel expense claim form, please submit:

- **Conference brochure**
- **Round trip flight itinerary (departure and arrival dates and times)**
- **Transportation ORIGINAL receipts (taxi, shuttle from conference airport to conference hotel)**
- **Receipts for checked baggage**
- **Receipts for internet fees**
- **Hotel bill**
- **Transportation/Airport parking ORIGINAL receipts**

Cartwright School District #83		
(District)		(Traveler)
Travel By (<i>Check One</i>): () Common Carrier Transportation		
() Other _____		

For the period from _____	to _____	(Home address is Required)
		() Personal Car - License No. _____
Governing Board Approval Date: _____	Item #: _____	() School District Vehicle - Vehicle No. _____

Governing Board Approval Amount: _____ SUBMITTED BY: NAME:							
Breakfast: 12am - 10:00am		\$ 9.00	\$ 10.00	\$ 11.00	\$ 12.00	\$ 13.00	\$ 14.00
Lunch: 10:00am - 4:00pm		\$ 12.00	\$ 12.00	\$ 13.00	\$ 14.00	\$ 16.00	\$ 17.00
Dinner: 4:00pm - 12am		\$ 24.00	\$ 24.00	\$ 27.00	\$ 30.00	\$ 32.00	\$ 35.00
		\$ 45.00	\$ 46.00	\$ 51.00	\$ 56.00	\$ 61.00	\$ 66.00
75% of Full Day Rates		\$ 33.75	\$ 34.50	\$ 38.25	\$ 42.00	\$ 45.75	\$ 49.50

THE FOLLOWING EXPENDITURES TO BE ITEMIZED ON A DAILY BASIS

Date	Departed from		Arrived at		Private Vehicle Mileage		Subsistence		Transportation	Other Allowable Expenses	Amount Claimed	
	Place	Time	Place	Time	Odometer Reading Start	Odometer Reading End	Mileage	Meals				Lodging or Per Diem
Totals							0	0	0	0	0	0
Rate Per Mile							0.445					
Total Amount Claimed							0					
GRAND TOTAL							0					
Purpose of Travel: _____												
Accounting Code: _____												

PRINT AS ONE DOCUMENT

Approval of Fund Administrator: _____

I hereby certify that the travel and/or per diem recorded herein was accomplished in the performance of official duties; that the information given is true in all respects and that no claim against the District has before been made for any part thereof, or paid from any other source of funding.

(Signature of Traveler)	(Date)	(Signature of Authorized Official)	Page 1 of __
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