

TO ALL DISTRICT EMPLOYEES

The attached revised fillable Travel Form dated 01/19/2023 is now in effect and will be required in the Curriculum, Instruction, and Assessment office thirty days **prior** to your travel. **(PLEASE NOTE THE MILEAGE RATE HAS CHANGED TO 0.47 PER MILE)**

When traveling for the first time on GMCS business in a school year, a W9 (Request for Taxpayer Identification Number and Certification) must be filled out and send with all travel documents to ensure proper payment reimbursement.

Before submitting your travel form three (3) signatures are required on your travel form: 1) employee signature 2) immediate supervisor's signature 3) program/budget manager approval signature.

The travel form **must be typed** on the fillable Travel Form before submitting it to the Superintendent's Office along with all three (3) signatures. **No scratch outs and/or white outs** are permissible on the travel form or it will be returned to the traveler.

Please take the time to read the attached, "Important Travel Instructions" and "Travel Approval Reimbursement Procedures, revised "01/19/23".

Should you have any questions filling out the fillable travel form, please do not hesitate to call Stephanie Regensberg at extension 11037 or Kayleen Damon at 11035.

Employee Travel using a Purchase Order or P-Card – GMCS Wells Fargo P-Card Purchase Order(s) is required before the P-Card may be used. Employee travel may include: (p. 11 of *P-Card Policies and Procedures*)

- Conference Registration
- Airfare – Coach only, baggage fee (one (1) additional checked bag allowed)
- Transportation – Uber, taxi, rental car, public transportation
- Lodging– Be aware of resort fees. Lodging incidentals not included.

1. REQUIRED STEPS BY CARDHOLDER FOR TRAVEL:

- a. Obtain travel approval per District Travel policy.
- b. Conference Registration – Separate PO required (PCard Only).
- c. ****Obtain airfare quote(s) for requisition – Coach ONLY.** Include baggage fee (one (1) additional checked bag allowed), make note and include cancellation clauses. – Separate PO required (PCard Only). Ticket may NOT be purchased without a GMCS Wells Fargo P-Card Purchase Order.
- d. ****Obtain hotel quote(s) or confirmation for requisition – The District allows \$159/night per room. Three (3) quotes and Superintendent approval is required if price is in excess of \$159. – Separate PO required.** The GMCS P-Card may be used to make reservations without a PO. The requisition/PO may include all incidentals such as parking fees, resort charges, transportation fees, etc. The GMCS P-Card may NOT be used for hotel incidentals such as snacks, room service, etc.
- e. Submit a requisition for conference materials if purchase is supported by budget. – Separate PO required.

****All travel shall comply with the New Mexico Travel and Per Diem Act and the GMCS District's Travel Policies.**

******* PROCUREMENT IS NOT THE TRAVEL AGENT. THE GMCS P-CARD USER IS RESPONSIBLE FOR ALL TRAVEL ARRANGEMENTS. *******

Kayleen Damon, Secretary in the CIA office, or Stephanie Regensberg, Secretary in the CCCR office, will complete a "Reimbursement Form" when you return from your travel. Bring only itemized receipts that you paid for from out of your pocket. (This includes itemized meal receipts, registration invoice, and hotel invoice as well anything else that you typed in the front of your travel form). Receipts and **agenda** are due to Stephanie Regensberg/Kayleen Damon within twenty (20) days from the date that you return from your travel.

Thank you for your time and cooperation.

(Rev. 1-19-2023)