



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Travel Policy
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Category:	Fiscal
Author:	Controller
Cabinet Approval:	Chief Financial Officer

When traveling for The Classical Academy’s (TCA) business, it is TCA’s policy to pay for or reimburse all reasonable and appropriate expenses necessary. The following guidelines govern these reimbursements:

- All travel must be pre-approved by the principal or supervisor.
- A Travel Expense report form is required. The Travel Expense Report is available online through TCA’s website. Your principal/supervisor’s signature in the first section, “Travel Authorization” on the Travel Expense Report (Appendix E), is the required paperwork for traveling to conferences, workshops, seminars, or events outside El Paso County.
- The person traveling is required to submit original receipts for all expenses, except for meals or where obtaining a receipt would be unreasonable (e.g., parking meters, appropriate tips to skycaps).
- Meal expenses are limited to \$40.00 per day in state and \$60.00 per day out of state. If a conference includes lunch, then a lunch expense will not be allowed on that day. Partial days of travel will be reimbursed appropriately.
- TCA does not reimburse for alcoholic beverages. See the travel form for other restrictions.
- TCA expects the traveler to pay for meal and other travel expenses and then be reimbursed on their return. Travel advances will only be given in cases of hardship.
- For events **within** El Paso County, where TCA is only paying a registration fee, complete a “Check Request” requisition request in iVisions and attach all supporting documents. If requesting mileage reimbursement within El Paso County for the same event, complete the Mileage Claim Request and attach it to the Check Request in iVisions so you may be reimbursed on one check. Again, you must obtain your supervisor’s signature in advance. Send your paperwork to Finance when all necessary signatures have been obtained.

Airfare

As TCA is not exempt from airfare taxes, you may make reservations at the least expensive available fare from any carrier. If you purchase your ticket online, print a copy of your receipt to attach to the Travel Expense Report.

Lodging

Contact the hotel at which you plan to stay. We will not pay or reimburse state sales tax on lodging within the state of Colorado. Therefore, it is best to make reservations through your principal or office manager using a Purchasing Card (P-Card) to make the purchase. See Sales Tax Policy.

Out of state hotels are not required to honor TCA's tax exemption, taxes will be reimbursed.

Ground Transportation

Use of rental cars is pre-approved by a supervisor generally for out of state travel only. The car rented should be of appropriate size necessary for the business purpose.

If a TCA credit card is used to pay the car rental, the employee should decline all additional coverage. If a TCA credit card is not used to pay the car rental, the person renting the car should accept and agree to pay the additional fee for "Damage Waiver (DW)" or "Loss Damage Waiver (LDW)." This fee will be approximately \$10 to \$20 per day. TCA does not reimburse renters for other insurances such as Personal Accident Insurance or Supplemental Liability Protection. If DW or LDW is only offered as a package with additional liability insurance, accept the lowest priced package.

In the case of an accident, please call TCA Finance immediately. Receipts for rental cars and other ground transportation are required for reimbursement.

Personal Business

TCA employees may not advertise or promote personal business ventures while attending conferences in the course of their employment at TCA.

Failure to adhere to personal business policies may result in disciplinary action up to and including termination of employment.

Policy Revision History

Date	Revision Details	Revised By
3/31/2013	Reformatted policy into new template. Completed annual review.	Controller