

January 15, 2008

To: All District Employees

From: Lana Wiley- Accounts Payable/Travel Secretary, Central Services Building  
Carol Earl- Purchasing/Accounts Receivable Secretary, Central Services Building

Regarding: Travel Policy, Procedure Updates and Announcements

Announcing responsibilities regarding travel in the Port Angeles School District is Lana Wiley for all travel reimbursement and Carol Earl for travel requiring purchase orders. Lana Wiley is responsible for payment of Travel Claims, Advance Travel and Mileage. Carol Earl is responsible for any purchase orders required for registrations, lodging and Airfare which will already be arranged by the individual traveling. There are several documents to review along with updated information on current per diem rates and services for all district related travel.

**Revised and New Policies and Procedures** – All updated and new policy and procedure documents following the manual print date are included with this memo. Please read these carefully to comprehend the policy. District now uses the State Administrative and Accounting Manual per diem rates and mileage for reimbursement which can be found on [www.gsa.gov](http://www.gsa.gov).

**Updated Travel Forms-** Included is the “Conference, Meeting or Travel Request”- 3 part form. This is used beforehand for all trips and needs approval from Building Supervisor and/or Budget Manager responsible for the funding of the trip. Advance travel is available to district personnel for overnight trips only. Travel Claim for Expenses is to be turned in after trip has been completed. The Perdiem Rates/Maps are included for updated meal and incidental expenses. On October 1, 2007, the new FY 08 Federal domestic per diem rates will become effective. In conjunction with this, they will be posting these rates ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) and Per Diem Bulletin 08-1 ([www.gsa.gov/ftbulletin](http://www.gsa.gov/ftbulletin)) on their respective web sites.