

# **Guam Department of Education**

## **TRAVEL POLICY**

**(Approved by the GEB on 19 August 2025)**

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## SECTION 1 – GENERAL

This policy governs all official travel conducted on behalf of the Guam Department of Education (GDOE). Its purpose is to provide clear guidelines to GDOE travelers (i.e. local or federal funds) ensuring that all individuals traveling for GDOE business are equipped with appropriate funds for reasonable and necessary travel-related expenses. All employees must familiarize themselves with and adhere to this policy before planning or undertaking any travel.

Travelers are expected to exercise sound judgment and fiscal responsibility, prioritizing the interests of students, grant compliance, and the responsible use of public funds. While representing the department, travelers should incur expenses as prudently as they would when spending their own money, and decisions should reflect the core values and mission of GDOE as an educational institution.

This policy is designed to support efficiency, accountability, and integrity in travel processes while minimizing opportunities for fraud, waste, and abuse. All travel-related documents are subject to audit, and travelers must exhibit professionalism, cost-effectiveness, and responsible decision-making during all phases of their travel.

**This policy supersedes all prior travel policies and amendments and applies to all official GDOE travel.**

This policy and all forms mentioned herein are available on the DOE website ([www.gdoe.net](http://www.gdoe.net)) under the Financial Affairs Division, as well as the Guam Education Board in the policy and SOP Section.

## SECTION 2 – PURPOSE OF TRAVEL

All travel must be consistent with the efficient achievement of the strategic planning process and the implementation of the most current GDOE 5 year Strategic Plan. Additionally, travelers are selected to fulfill work prescribed in projects, plans of work, and grant management obligations. Federal grant travel is based upon travel approved in the initial grant application which is subject to federal travel regulations. Federal grants may specify conferences or meetings that specific GDOE federal programs personnel are required to attend. In such circumstances, the traveler will provide to the Superintendent the specific instructions from their program's USED program manager which directs the local personnel that USED recommends attends any event. Otherwise, every effort will be made to distribute federally funded travel to GDOE employees who will best benefit from an event.

## SECTION 3 – DEFINITIONS

- a) **Days.** The term "days" means "calendar" days. It also means official travel days, including weekend and holidays.
- b) **Baggage.** The term "baggage" means GDOE or private property to be used exclusively for official business, wearing apparel needed by the traveler for the work part of the journey, including written materials, and other Department related materials brought back from the journey. In general, one (1) checked bag, based on the airline's

standard weight and linear measurements, will be covered at Department expense. Any additional fees (e.g. second bag, special items, oversized and overweight baggage) are the responsibility of the traveler unless approved during the travel application process by the Superintendent.

c) **Travelers.** There are two types of travelers:

- (1) GDOE employees - a full-time member of GDOE teachers, administration and staff who possess an official Guam Department of Education Personnel Action.
- (2) Travelers other than GDOE employees - These are non-GDOE persons (e.g. Private Non-Public and Charter Schools, coaches and advisors, etc.) who may be invited to participate in a federally or locally funded travel event, and Guam Education Board (GEB) members.

NOTE: Board members on official travel status on behalf of the Guam Board of Education are obligated to conform to the same terms and conditions set forth in this travel policy.

d) **Event.** A course, class, workshop, meeting, symposium, conference, speaking engagement, teaching, or student competitions (traveler is acting in a supervisory adult role) that requires off-island travel.

e) **Federal Allowable Rate (FAR).** Federal rates on per diem, Meals & Incidental Expenses (M&IE) are found on the U.S. General Services Administration (GSA) travel website: <http://www.gsa.gov/portal>

f) **Meals & Incidental Expenses (M&IE).** Amount of traveler allowance allocated for meals and other basic needs (i.e., incidental expenses) is based on the federal GSA approved rates. The M&IE rate for the entire trip is set at the event location per the GSA travel website. Following the federal guidelines, the GSA M&IE allowance does not include lodging taxes. Therefore, travelers will be reimbursed separately for lodging taxes under miscellaneous expenses. If claiming actual expenses, taxes and tips are allowable. If doing actual reimbursement, a combination of restaurant food and food groceries is allowable to the maximum of the M&IE rate. Exceptions to these rates need prior approval.

g) **Lodging.** Commercially available living quarters that is for rent and is listed on the Internet or in a local phonebook is allowed. As much as possible, lodging should be near the event or location or a reasonable distance from it to reduce the need for vehicle rental and parking fees. Any lodging costs that exceeds the FAR must be pre-approved during the travel authorization (TA) process by the Superintendent.

h) **Rental Vehicles.** Rental vehicles are only authorized in cases where there is a legitimate need to transport a large group of GDOE travelers to events during the trip (e.g., JROTC competitions) or in cases where the traveler can demonstrate during the travel approval process that the cost of a rental vehicle, fuel, parking and lodging away from the event location is prudently cheaper than lodging alone at or near the event. This is often the case for travel to Washington DC events where lodging is often 50% or more cheaper outside of the beltway (I-495) than it is in the beltway.

i) **Miscellaneous travel expenses.** Travel expenses means necessary expenses incidental to official government travel, excluding expenses for Lodging and M&IE, such as ground transportation. Miscellaneous travel expenses are not part of Per Diem. (See Section 9 for additional details).

- j) **Out & Back.** The term is used to refer to flight plans that take the traveler directly to the event and directly back to Guam in the most direct way and with no personal side trips.
- k) **Per Diem allowance.** Per Diem (Latin meaning, “for the day”) allowance means a daily flat rate of allowance for Lodging, and Meals & Incidental (M&IE) expenses (See Section 9, Table 4 for details). For the first and last day of travel, travelers are only given 75% of the allowed per diem as prescribed by GSA. For example, if per diem was \$80 per day, the traveler would be entitled to \$60 only for the first and last day of travel each. Travelers claiming lodging costs that exceed the Federal Allowable Rate will be required to have such lodging pre-approved by the Superintendent prior to travel. . Per Diem for Lodging plus M&IE is limited to seven (7) days in one location. In instances where a traveler is in a location for more than seven (7) days, the lodging portion will only be reimbursed based upon actual receipts. The traveler will continue to receive the M&IE portion of the per diem for each day on travel status beyond the seven (7) days. The traveler may also opt for reimbursement based on actual receipts for the whole trip. Projected costs for Lodging must be estimated and approved on the TA. Any deviations from the TA will require prior approval by the Superintendent. NOTE: if the traveler is on the SAME work trip, but then moves to a “significantly different” location(s), as determined by the Superintendent, the per diem for lodging option will reset for another seven (7) days, etc. A traveler may await the start of a second work related travel event for no more than three calendar days (i.e., to save GDOE the airfare cost of a second traveler to that event). However, such traveler will be placed on administrative leave while awaiting the start of the second event. In such cases, per diem allowance will continue. However, if a traveler chooses to spend such time on a personal side-trip, personal leave will be taken and per diem allowance will not be authorized.
- l) **Receipts.** For all requests to cover work-related lodging costs for 7 days or longer in one location, or for lodging that exceeds the federally authorized rate by GSA ALL receipts must be submitted with a printed official receipt provided by the lodging vendor or website where the lodging was purchased. Lodging costs on the receipt should have a zero balance, indicating that the lodging was paid in full. Employees sharing lodging are required to obtain receipts showing their name, their part of lodging costs, and a zero balance; GDOE will not require employees to share rooms. If two travelers have chosen to lodge together. Generally, receipts are required by both travelers to ensure travelers don’t request duplicate payment/reimbursement.

Note: Lodging taxes are not included in the GSA Federal Allowed per diem rate. The Federal Travel Regulation §301-11.27 states that in GSA, lodging taxes paid by the federal traveler are reimbursable as a miscellaneous travel expense limited to the taxes incurred on reimbursable lodging costs. However, if the cost is known and pre-arranged, DOE will issue the true cost of the lodging and any applicable taxes (source: <http://www.gsa.gov/portal/>)

GSA rates for the destination are to be used for the meal portion of M&IE, except in those cases where food costs in a high-cost location are justifiable and approved by the appropriate administrator and funding administrator.

*Note: In cases where a flight is cancelled, receipts are required for any and all purchases submitted for reimbursement*

- m) **Traveler.** The term “traveler” means persons who are traveling under a Guam Department of Education Travel Authorization (TA) form.

- n) **Tips:** Meal receipts are not required for reimbursement, however, if the traveler seeks reimbursement for restaurant tips the traveler must submit a receipt that includes the tip in order to be reimbursed for this miscellaneous item. For other gratuities such as porter, taxi, a receipt must be submitted. Tips should not be more than 15%.

#### **Section 4 - TYPE OF TRAVEL COVERED**

This travel policy covers off-island travel only for travel events described in the definitions (Section III).

#### **SECTION 5 – AUTHORIZATION FOR TRAVEL**

Travel is an integral and necessary part of GDOE business. Administrators will ensure that their administrative staff expedites all traveler documents in order for the travelers to make the twenty (20) business days minimum deadline set by the Business Office. The twenty (20) business day minimum deadline is defined as the time between the TA submission to the Business Office and the first day of travel.

Table 1 indicates the traveler and who must approve their travel. In the absence of an authorizing administrator, normal delegation procedures will allow travel documents to proceed normally.

**Table 1. Employees authorized to approve travel for others.**

<b>Traveler</b>	<b>Routing of Travel Authorization and Final Approval</b>
Members of the Guam Education Board	Approval of the GEB with signature of the Chairperson. In the event the Chairperson is unable to sign authorization, the Vice Chair of GEB may sign
Superintendent	Approval of the GEB
Deputy Superintendents	Superintendent
Principals	Deputy Superintendent of ESCL Superintendent is final approval authority.
Assistant Principals and other school faculty	Principal, Deputy Superintendent of ESCL, then Superintendent.
Division Heads and Personnel	Appropriate Deputy Superintendent, then Superintendent
Non-employees traveling with the department	Supervisor at Private Non-Public or Charter School and GDOE Superintendent. Additionally, a letter from the program manager including the traveler's name. Specifically, the authorization from the funding source administrator.

*Note: All federally funded travel must be approved by both the Project Manager and Grants Director before going to the Superintendent. Additionally, any Standard Service Agreements in place for any traveler should be included with TA forms.*

Administrators, or their designees, have the right, responsibility, and authority to delay or cancel a trip or completely withhold travel privileges of employees who have not turned in their Travel Clearance documents from recent travel, or who are late in submitting grades, evaluations, reports, or meeting other legal, professional, or work obligations.

***Should such a situation arise where a traveler must remain in the district, the only***

***person to withdraw the traveler is the Superintendent. This is due to the significant amount of funds that could be lost as a result of the cancellation.***

## **SECTION 6 – TRAVEL AUTHORIZATION FORM (TA)**

All travelers are required to fill out and submit a Travel Authorization form (TA) to the GDOE Business Office no less than 20 business days prior to the initiation of travel.

Pre-Approval Authorization for TA. For all travel on behalf of GDOE, pre-approval is required prior to making any hotel or travel reservation, as well as event registration. Pre-approval must contain;

- Event information to include; Title, Date, Location
- Brief description of the event and how attendance/participation will benefit the department
- Signature of Superintendent.

After-the-fact travel expenses. Expenses incurred for unauthorized travel, i.e. travel where a TA was not submitted prior to the trip as per these guidelines, will not be reimbursed. Incidental expenses for unforeseen costs incurred during a pre-approved travel authorization will be considered and approved only by the Superintendent.

Official support for travel “side activities.” Any side activities around an official event, such as a meeting with professional colleagues before/after an official event (meeting), is required to be included in the TA (purpose, who, date, time, place) and approved by the appropriate administrator. If an opportunity arises while on travel status, approval of the Superintendent must be received. The Superintendent, and Deputy Superintendents have the discretion to make such decisions while on travel status.

TA processing. A Travel Authorization form (TA) is required for all travel conducted under this Travel Policy. No costs for travel shall be incurred until pre-approval is received from the Superintendent. The TA should arrive in the Business Office as early as possible, but no less than 20 business days before the start of travel.

Note: Given the 20 day requirement for submission to the business office, travelers should begin the process early as a best practice to start moving the paperwork from the traveler’s desk giving enough time to clear all internal signature requirements. The TA shall include items listed in TA Attachments.

TA attachments. A complete set of documents needs to be submitted to the Business Office with the TA. These attachments include:

- a) Invitation and agenda for meeting or what is typically supplied by an event organizer, approved Plan of Work or visits, and an official invitation. For conferences, a day-by-day schedule including sessions and meals provided (or not provided)
- b) Approved GDOE Off-Island Leave form (for GDOE employees).
- c) Traveler Acknowledgement Form (See Appendix B and/or GDOE website ([www.gdoe.net](http://www.gdoe.net))).
- d) Copy/screenshot of current per diem rate for each work location where per diem allowances are to be paid by the Department. See GSA website for current Federal Allowable Rate (<http://www.gsa.gov/portal>).
- e) Event registration with required payment amount.
- f) Medical clearance forms justifying the need for atypical travel privileges (as appropriate; requires Superintendent approval).

g) Restricted Airline Quote- Traveler must provide three restricted (lowest fare) price quotes, one directly from the air carrier and two from travel agencies. Travelers are permitted to upgrade their class of travel at their own expense. The final air carrier selected will be the best restricted fare confirmed by the Business Office.

h) Any additional requirements for travel under Grants offered by a federal agency such as U.S. Department of Education, U.S. Department of Health and Human Services, United States Department of Agriculture and U.S. Department of Interior, Department of Defense (Jr. ROTC): The TA should include approval of the Grant Director, Grant Manager, and the appropriate Deputy Superintendent before sending to the Superintendent, and indicate the travel has been reviewed for compliance and meets requirements according to the grant.

TA Check/Reimbursement. The traveler will be provided with a check to reimburse upfront costs (e.g. activity registration) as well as to provide 80% of estimated per diem or actual costs. The remaining 20% of per diem will be paid to the traveler upon submission of their travel claim and travel report at the end of travel. That check will be available a minimum of three (3) business days prior to travel initiation. Travel claim reimbursement will be provided to the traveler within 30 business days' upon submission of an approved Travel Clearance to the Business Office. Note: Sometimes the traveler will owe the Department money and thus they may not receive all of the remaining reimbursement as the traveler may owe even more, when the Travel Clearance is submitted and the actual total costs of the trip are reconciled.

TA Airfare Quote/Use of a Credit Card. The TA shall include an estimate of trip expenses and three airfare quotes. To purchase an airline ticket, pay registration fees, and/or to reserve lodging, a traveler has the option to use his/her own credit card. However, charges cannot be made until travel is approved.

## **SECTION 7 – AIR TRAVEL QUOTES**

Air travel is to be planned for the most economical, direct route. All travel will be at an economy class fare. Any upgrades will be at the expense of the traveler.

**Travelers with documented medical disabilities.** The Chairperson of the Board (for travel of the Superintendent or Board members) or the Superintendent may allow a different class of travel for official travel, in accordance with the Americans with Disabilities Act (ADA) or the Americans with Disabilities Act Amendments Act (ADAAA). The Superintendent may make exceptions to restricted / economy class airfares for individuals with documented medical disabilities, in which case the submittal of a medical certificate or a doctor's note is required with the TA. Economy-plus or similar upgrades may be granted for such travelers to accommodate their medical conditions.

**Travel Agency Rotation per Guam Code Title 5, Chapter 5.** In regards to the use of travel agencies for quotes, GDOE is required to rotate the procurement of air travel vouchers among local travel agencies that hold valid business licenses and are in good standing with the Department of Revenue and Taxation. This practice ensures that no single travel agency or a small group monopolizes government travel services. GDOE uses vendors that accept our business. Of those that do, there is a list of agencies to rotate and is maintained by the financial affairs division. This does not restrict travelers from obtaining price quotes directly from any airline and, if a cost savings to GDOE, direct purchases to the airline will be utilized.

### Required quotes for air travel

Three airfare quotes are required for any GDOE travel. One from the airline directly and two



from travel agencies on Guam. The GDOE Business Office will provide the traveler with the name of the selected travel agencies to obtain their quotes. The traveler is to provide quotes for a “direct route, using normal routing to the destination”. The quote should be for the restricted rate. Actual and final cost will be determined when the GDOE business office secures the travel. This will be a restricted rate booking for airfare.

Managing the cost of airfares. Timely approval of the TA within a unit, and the simultaneous submission of the TA to the Business Office, is important because of the uncertainty of how long a (lower) ticket price can be held.

Booking and/or paying for a flight. Airfares typically increase within the last 21-days before a flight thus the 20-business days requirement for submission of a travel authorization. When seeking the three quotes, traveler must be pre-approved before seeking the quotes. Once the three quotes are received, they should be submitted immediately to the business office with the travel packet to be finalized.

Rest Period before an Event. All GDOE travelers will be booked for a flight that arrives the day before the event begins. Airfare quotes should indicate one (1) day arrival before the next day's event.

Planning a personal side trip while on official travel.

Travelers are allowed to add side trips to their business travel on the front end, the back end, or in the middle of work events if there are two work events separated by time. There are no limits to the number of Annual Leave day's taken before, after, or in-between work that the traveler can take; that amount of time is set by available Annual Leave and administrator authorization. No side trips will be authorized if the employee has not accumulated a sufficient amount of annual leave (or medical leave) to expend.

In the case of a side trip, only the lower of airfare cost options will be reimbursed. For example, a traveler has to go to San Diego for 3 days of meetings and the flight cost is \$1,800, but, the traveler adds on a personal side trip to Hawaii for an additional 5 days at the end of the Event and the flight cost reduces to \$1,500. The traveler will only receive \$1,500 for the airfare; the traveler cannot “make money” just because they are saving the University Department or a grant \$300.

Notes:

- While returning home – Out & back, or after a personal side trip – the traveler is entitled to taxi fare to the airport at the location where the travel back to Guam starts. Then again when the traveler arrives in Guam and needs to take a taxi (or claim mileage) back to their official residence of record. In the case of travel of a side trip at the end of a trip, however, the amount of taxi fare should not exceed the amount that would have been paid by the traveler if they had come directly back from the Event. For example, it costs the traveler \$22 to take a shuttle from the airport to the conference hotel in St. Louis. Logically, it would cost about the same if the traveler took the same shuttle service to the airport as if they came directly back to Guam at the end of the Event. However, the traveler decides to drive to Atlanta after the Event or on Annual Leave. When their Annual Leave is over, the traveler takes a shuttle from their Atlanta hotel to the Atlanta airport to return to Guam. In this case, the shuttle costs \$37; more than it would have cost in St. Louis. The traveler would then receive the lesser of the two charges for their return shuttle trip - \$22. In the case where there are no original receipts, the traveler will be required to contact a taxi or shuttle company at the Event location

to get a written estimate of the cost of services that they are claiming that they took.

Reimbursement of travel on a foreign air carrier may be denied in the absence of such justification. (<http://www.gsa.gov/portal/content/103191>).

## **SECTION 8 – TRAVEL COST REIMBURSEMENT**

There are three options for receiving reimbursement for travel-related costs as follows:

*Flat Per Diem.* This allowance is based on the GSA Per Diem rate for an Event location. Per Diem covers Lodging and M&IE expenses. Lodging costs are always based upon actual costs.

*Actual costs.* The Superintendent must first approve requests where lodging costs exceed the event location's maximum GSA-allowed Lodging expense. As always, receipts are required.

*Combination* of Actual cost for lodging and flat Per Diem (M&IE) is the preferred method at GDOE. In all cases where the lodging exceeds the GSA Rate for Lodging expense, receipts are required for Lodging. A receipt is not required for meals.

*Superintendent and Deputy Superintendents Per Diem Rates.* The Superintendent of the Department of Education as well as Deputy Superintendents will receive one hundred twenty five percent (125%) of the maximum GSA per diem rate in alignment with Government of Guam travel policy.

**Official Travel Status.** Begins three (3) hours before scheduled takeoff and ends two hours (2) after the traveler's plane lands on Guam. All time is counted as Guam time. Travel outside of these limits, including side trips, should be taken as Annual Leave (or as Administrative Leave if granted by the Superintendent).

**Change from Administrative Leave to Personal Leave status while still in CONUS.** Travelers desiring to take personal leave upon completion of an event will enter into personal leave the day after the completion of the event. If the event ends at noon during the last day of the event itinerary, the employees personal leave will begin on the following day. This is to account for the fact that most travel back to Guam from the East Coast initiates early in the morning and employees conducting travel direct out & back travel will normally not depart the East Coast until the following day.

**Lodging where event is held.** If the event has official lodging associated with it, the Department recognizes that being closer to the activities can translate into benefits for the Department. In cases where the actual cost of lodging (plus taxes) is greater than the highest rate allowed by the GSA for the Lodging portion of per diem for that location, the Department will pay the additional lodging cost *subject to prior approval*. A request for additional allowance for lodging shall be made on the TA form; NOT after the traveler has returned to Guam. The lodging receipt will be required for this method and the Department will reimburse only for actual lodging costs incurred.

**Booking lodging prior to traveling.** It is strongly recommended that final lodging reservations be made well prior to scheduled arrival at the Event site to take advantage of

early-booking savings.

**Lodging receipts.** All travelers, regardless of length of travel, must present lodging receipts with their Travel Clearance for all travel. The receipt must state the amount of the charge, the date, the name and the location of the establishment, and an explanation of the charge. Charges for lodging, meals, phone calls, parking or other services must be itemized. Personal expenses charged to the hotel bill such as in-room movies, mini-bar service, grooming, or exercising expenses are not allowable and are not eligible for reimbursement.

**Lodging deposits and cancellations.** When a reservation will not be needed, it is the traveler's responsibility to cancel it. The traveler will not be reimbursed for any charges or fees assessed due to failure to cancel a reservation unless there are circumstances beyond the traveler's control.

**Rental car and fuel.** Rental cars are only authorized at an event if the traveler can demonstrate during the travel approval process that the costs of lodging at a hotel that is away from the event's location plus rental car fees (i.e., fuel, parking, and insurance) are a cost savings for GDOE. If an event is in the same hotel as the lodging, a rental vehicle is not necessary. Reimbursements for rental cars will not be made unless prior written authorization was received by the Superintendent on the TA. Vehicles must be sub-compact or compact, unless approved prior to travel by the appropriate administrator. Gas expenses, validated on receipt(s), must be reasonable and work-related. The Department of Education does not have auto insurance policy that covers an official traveler for excess liability for vehicle losses, therefore, travelers should avail of the rental car company's Third Party Liability Coverage. This coverage is liability imposed by law for loss or damage arising from the use or operation of a rented vehicle that results in bodily injury or death to any person or damage to property.

**Annual leave during the period of the trip.** If a traveler goes on annual leave during the trip, the personal leave starts at 8am the day after the last agenda item for the event., Event location time, on the day following the Event; as validated through an approved Leave Form. (See also, making departure plans for right before the event has officially ended, Section 7, for additional rules).

**Meals with other employees when all are on travel status.** When several employees are on travel status and dine together, the fact that they are dining together does not constitute a business group meal. Since each employee is on travel status, each would have a per diem available and will be reimbursed accordingly.

**Layover (scheduled).** A traveler is entitled to Lodging per diem (at layover location), with receipts, and M&IE during a layover as dictated by 1) the flight condition, or 2) when it is more cost effective to do so as determined by cost comparison.

**Layover (unscheduled).** Travelers will not be penalized for flight delays caused by airlines, weather, or other acts out of their control. Traveler should, however, make a best effort to take the next available flight to resume the intended travel. Unavoidable overnight lodging due to flight delays will be reimbursed based on actual receipts unless already paid by the airlines. Forced travelor delays under such circumstances will require supporting documentation from the airline (boarding pass). Any requests for reimbursement will be at the discretion of the Superintendent post travel during processing of the traveler's claim.

**Break days between official business travel days.** For travel days between official business days, the following applies:

a) If the break is due to personal reason, the traveler is not entitled to any travel compensation and personal leave of absence will apply.

b) If there are open days within the official business (ex. in between workshop days in different state/s), these will be considered travel days and the traveler is allowed per diem, subject to prior approval. This should be discussed before the start of the travel with the person authorizing the travel. The traveler is required to stay during the break period in the lower cost location (as identified by the GSA per diem rate for Lodging). For example, if the first Event is in Los Angeles (per diem = \$209/day), and the second is in St. Louis (per diem = \$181/day) a week later, the employee should travel to St. Louis right after Los Angeles to wait for their second Event because it is a less expensive location.

**When an outside entity pays for some or all of travel, accommodation, and meals.** If a traveler is awarded a travel scholarship, they will only be reimbursed for costs that are considered “allowed” and normal as if they took an “Out & Back” trip. Honorariums may be personally reportable and taxable and that responsibility is left solely to the traveler, but they are outside of the TA. You are required to inform your administrator of a trip where Administrative Leave, rather than personal leave, is requested for this type of travel. In that conversation, it will be determined if GDOE or some grant will be required to pay some of the costs of this trip. This conversation will determine if the filing of a TA is required.

## **SECTION 9 – ALLOWABLE AND UNALLOWED MISCELLANEOUS EXPENSES**

**Reimbursements with receipts.** Original receipts must include a business name, a date, an amount, and an itemized description of the product or service purchased.

**Electronic receipts.** Any and all electronic receipts should be printed and submitted to the Business Office during the travel claim.

**Currency conversion.** Use one of the following methods.

- a) OANDA (<http://www.oanda.com/currency/converter/>)
- b) Credit card statement
- c) Currency conversion receipt is acceptable

The following are examples of miscellaneous expenses that are allowed and un-allowed in addition to the per diem allowances (Lodging and M&IE):

**Table 2. Allowed and Un-allowed expenses.**

Item of Cost	Allowable	Unallowable
Airport Departure Tax(s)	X	
Alcoholic beverages / minibar		X
Athletic room fees or other access fees for areas of lodging / optional resort fees/charges		X
Baggage fees for personal items		X

Car rental	X	
Car rental insurance - Third Party Liability Coverage – only	X	
Cash paid to another traveler		X
Check cashing charges; conversion of currency, cost of traveler's checks	X	
Clerical assistance (use of hotel business services, etc.)	X	
Clothing purchases (see Note 1)		X
Conference/workshop fees	X	
Communications charges for business purposes. These include but not limited to fax, telephone to GDOE numbers and addresses or to work-related locations. Reasonable email/internet communications charges are also allowed.	X	
Costs incurred by traveling companions and family		X
Entertainment. (See Note 2)		X
Excess baggage means in excess of the weight or size greater than what the airline companies would allow as "free of charge". Claims for reimbursement will be allowed if excess baggage was authorized or if it becomes necessary to take or Bring back workshop or other allowable materials that benefit the the department. (Also refer to Section 3.).	X	
Flight insurance		X
Frequent flyer program fees or airline clubs		X
Gifts for meeting hosts or friends		X
GPS and GPS SIM cards	X	
Guides	X	
Interpreters (if in a foreign country)	X	
Laundry, cleaning and pressing of clothing. Employees are expected to take enough clothing for 7 travel days. Laundry, at Department expense, is allowed if there are eight (8) or more travel days in the trip.	X	
Lodging taxes. (See note in Definitions)	X	
Mandatory resort fees/taxes	X	
Other approved allowable expenses. Miscellaneous necessary expenses incurred by the traveler in connection with transacting Department business are allowable When approved by the official authorizing the travel.	X	
Parking at the Guam International Airport. Travelers will be reimbursed for a taxi to and from the GIA.		X
Parking of rental vehicle. Work-related parking charges will be covered only.	X	
Passport and visa fees for official business only.	X	
Personal purchases such as reading materials unrelated to official business		
Premium TV channel charges / in-room movies in hotels		X
Purchases, such as reference books, tools, supplies, small equipment, software, That is authorized by grants and administrators and is needed for work upon arrival back in Guam.	X	
Reasonable tips to porters, baggage handlers, bellboys, hotel maids, and similar. Tips to waiters and similar are only allowed when claiming actual expenses. (Must have printed receipt with tip included. May also be reimbursed as a miscellaneous expense.	X	
Rental of a room or small equipment when needed in workshops, meetings, and various presentations.	X	
Room service		X
Small supplies – perishable supplies, supplies not known to be needed at the start of the travel, supplies to replace those that become inoperative during the travel.	X	
Storage of luggage.	X	
Taxi, subway, tram, and similar transportation for work activities such as: transportation to and from airport and to and from business related meetings and to and from business related meals or purposes. (Also refer to Section 11). Uber, Lyft, Grab and other similar services are acceptable forms of travel during a trip.	X	
Tours and extra meal costs not related to the business of the trip.		X

Traffic fines or towing charges.		X
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**NOTES:**

[1] In the event of lost luggage, special accommodations may be made. Contact appropriate administrator as soon as possible.

[2] Exception: Paying for someone else's meal while discussing official business is considered entertainment, but must be specifically authorized on the TA-

## **SECTION 10 – CHANGE IN TRAVEL PLANS**

The person authorizing the travel must approve changes to the travel plans before the travel is initiated. If the trip is already underway when a potential change arises, the traveler must contact his/her administrator for written approval to change a trip if a request will be made for the Department to cover the cost of the change. The burden of the cost of travel change(s) is subject to the rules of the funding supporting the business travel.

### **Changes to itinerary before or during travel.**

If a traveler changes his or her plane ticket (or other travel expenditure) to suit a personal need or desire or to fix a mistake they made in planning, costs associated with the change will be borne solely out of personal funds, not the Department or a grant.

If a ticket is changed (or other travel expenditure) due to unforeseen issues/circumstances not the fault of the traveler, such as a family emergency, the Department or grant may cover some or all of the change in costs with appropriate administrator approval.

**Traveler gets ill while traveling.** If a traveler becomes unable to travel due to illness while on travel status due to no action of his/her own, the traveler will be provided per diem for the additional days of sick leave status until they can return back to Guam. Medical certificate or other form of validation to support illness is required. This time will be considered Sick Leave, and Administrative Leave will be adjusted accordingly. See *Emergency evacuation or emergency medical condition while on official business* below.

**Emergency evacuation or emergency medical condition while on official business.** If the condition occurred while performing official business, Workman's Compensation will cover the cost.

**Postponed or cancelled travel.** In the case where a trip is cancelled for any reason, any travel advance will be returned immediately to the Business Office in the form of cash or check. Refundable plane tickets will be refunded and the funds will go back to the original account. Plane tickets that are non-refundable will be used for the employee's next travel. Charges or lost refunds resulting from failure to cancel reservations shall not be reimbursed unless the traveler can show that such failure was the result of circumstances beyond the traveler's control.

**Mid-travel changes.** Changes to itinerary, either on official travel or personal travel, must be approved by the Superintendent prior to the taking on additional expenses. The request must contain a detailed justification how the change will benefit the project, program, department etc. An email record of the request and approval shall be attached to the Travel Clearance form (TC) for official travel.

## **SECTION 11 – SALARY WHILE ON TRAVEL STATUS**

The traveler shall be on administrative leave and receive his/her regular salary during the authorized travel time. If a traveler becomes sick during travel and is unable to conduct Department business, the traveler will be required to use sick or accrued leave during that period. Overtime pay will not be allowed for employees on travel status. Per Diem is available for travelers traveling on weekends or on holidays. Travelers will not be paid additional salary for travel or work that takes place on nights, weekends, or holidays.

## **SECTION 12 – TRAVEL FOR NEW HIRES AND EMPLOYEES PLANNING TO LEAVE THE DEPARTMENT OR RETIRE**

The Department recognizes the vital role of teachers, particularly our first year teachers to learn district policy and procedures, manage the classroom and absorb the curriculum. A great deal of time and planning is needed to take on such a responsibility. Employees hired in Divisions also have an enormous learning curve the first year. Therefore, it is preferred that our new employees not be selected for travel during their first year of employment with the department. Likewise, given the expense of traveling that is to improve the employee's skills to better serve the department, travel is looked at as an investment. Employees that are leaving the department or retiring should not be selected to travel if at all possible. The employee would be gaining skills and learning that will not benefit GDOE when they depart. Consideration should be given to select the best staff member to attend off-island events who will obtain knowledge to be used for years to come. Employees who attend off-island training and subsequently resign from GDOE may be required to pay-back travel related expenses at a pro-rated cost if the employee resigns from GDOE within one year after travel.

## **SECTION 13 – MAXIMIZING EFFECTIVENESS**

It is extremely expensive to send people off island for activities. Therefore, in order to maximize the effectiveness of the dollars spent for travel, employees on travel status are encouraged to take advantage of all reasonable chances to take part in additional training and learning opportunities at the conference or event, i.e. pre-conference classes, applicable roundtable sessions at the end of classes each day, etc. Travelers may be required to brief the Guam Education Board about the results of their travel at the discretion of the Superintendent and the GEB Chair or Vice Chair.

Off-island travel is expensive and is viewed as an investment for the department as well as the employee(s) traveling. It is the hope that the selection of participants is done with consideration of the following;

- **Timing of the event** during the school year. There are likely times of the year when teachers are needed in the district i.e. opening of school for the year, during state assessments, or final exams. The GEB recognizes the value and need for professional growth of our teachers and administrators. However, a teacher's first responsibility is to teach. Administrators approving travel should balance time out of the classroom with the value of the event requested.
- **Fiduciary considerations:** There are instances where given the cost of travel for a group, it would be more beneficial and cost-conscious to bring the 'expert' to Guam. More of our faculty and staff could attend the professional learning event, as well as reducing the cost of off-island travel. Administrators approving travel should be able to justify the benefit of sending employees off-island.
- **Fulfilling Federal Grant requirements:** At times the funding agency will require and/or

invite the administrators and/or participants of a grant to a meeting off-island. Attempt should be made to minimize the number of employees attending these events, approving only essential or required personnel.

- **Sharing the information and learning received** as a result of the off-island travel: Upon return from an off-island travel, it is required the traveler share the learning with colleagues in their school, division or across the department in the form of a presentation within 30 days of returning from the event. It is expected the administrator approving the travel and immediate supervisor will ensure the traveler fulfills this requirement. Employees should be aware that failure to complete this requirement may impact future approval for the employee to travel. This requirement is in addition to the required Travel Report in Section 14.
- **Federally Funded Travel:** Generally speaking, federally funded travel is included in the grant application and grantor's approval. Oftentimes, proposed travelers are listed by position in the application. Approval by the grantor and Superintendent is required for any change in additional travelers, and should be documented.

## SECTION 14 – TRAVEL CLEARANCE

Official Travel Clearance (TC) shall be due to the Business Office within ten (10) Business days starting the first day the traveler returns to work. The Business Office must then receive the approved Travel Clearance within fifteen (10) business days starting the first day the traveler returns to Guam. The Traveler must sign the travel document to certify that the trip was taken and all expenses were incurred. The Traveler is liable for any false claims. The TC contains the following:

- a) Trip Report (form available on Finance and Administration website).
- b) Advances Acknowledgement form (as applicable).
- c) Baggage (excess) for work related goods.
- d) Boarding passes or e-ticket/QR codes (if unavailable, use frequent flyer record, photo of you at the Event with a time stamp, name badge from Event, printed luggage tag, or provide some alternative form of verification that you attended the Event paid for by the Department or grant).
- e) Car rental receipt as proof of payment.
- f) Claims for expenses with no receipts in a memo with justification (Section 10).
- g) Copies of Certificates of Completion (if travel included a course of some type).
- h) Lodging and M&IE original receipts if claiming "actual costs" reimbursement.
- i) Lodging receipts that are itemized (e.g. room, phone calls, internet service, parking, room taxes, etc.) with proof of payment. Lodging receipts are required on all cases of official travel exceeding 7 days, or when lodging costs exceed federally approved rates.
- j) Other receipts for Allowed Miscellaneous Expenses (Section 10).
- k) Receipts and the administrative approval email(s) for approved additional expenses.
- l) Revised itinerary, if any, and an explanation of the change.

The TC form shall include an accounting of the costs of the official business travel. If any amount is due to the Department, such as from actual lodging costs being lower than the projected costs on the Travel Request, payment (cash or check, no credit cards) must accompany the completed Trip Report form. Failure to return the overpayment will jeopardize the employee's future travel requests.



Final reimbursement payments. Assuming the TC has no errors, a check for the net amount due the traveler will be cut when the request for reimbursement is received. The TC reimbursement is a separate request. Reimbursement will be issued after Internal Audit approves the expenditure.

## **SECTION 15 – ADMINISTRATIVE COMPLIANCE**

- a) Travelers who do not comply with this travel policy, guidelines, or procedures are subject to restrictions such as future travel and advances and to offsets of overdue, outstanding travel advances against the traveler's paycheck, retirement pay, or estate without further notice. A traveler will not be authorized further travel until Business Office clears prior travel and advances.
- b) If the traveler is not a GDOE employee, student, contractor, or other authorized traveler, submitting a non-compliant TA/TC, the Business Office will return the packet to the appropriate administrator for correction.
- c) Travelers, administrators and/or administrative officers submitting fraudulent TA's or TC's are subject to disciplinary action.