



Approved 08/25/2021
Amended 11/17/2021

Employee Travel Policy

Policy No. 3.1

The intent of this policy is to govern employee travel, to ensure such travel is occurring in support of Freedom Preparatory Academy (Academy) priorities, objectives, and financial operations. Further, this policy and procedures are in place to ensure careful monitoring and justifications for using taxpayer-provided funds for educational purposes. The Academy's Executive Administration must approve all reimbursable travel.

Employee travel may be approved when the following conditions are met:

1. The travel will benefit the students served, or be critical to the continued effective operation of the Academy's function,
2. The employee's knowledge and professional practice related to his/her assignment is enhanced,
3. A benefit to the Academy is gained as the employee returns and shares the relevant concepts gained from the event to which the employee has traveled, and
4. The necessary support of employees and other students that are not located within Utah County, Utah.

Typically, no employee travel outside of the Continental U.S. (lower 48) will be approved. Limited exceptions may be granted by the Governing Board or Executive Administration (i.e. yearly humanitarian trip to Mexico).

Additional considerations for employee travel include the following criteria:

1. Cost (transportation, lodging, meals, conference registrations). Partial coverage of travel costs by an external entity might help to get the travel approved.
2. The number of people attending from the Academy or from a given school/department.
3. The number of workdays missed, and coverage of substitute costs. The time of the year may also be a concern based on overall availability of substitutes.
4. The essential nature of the travel.
5. Whether travel is an annual event, and whether such frequent attendance is necessary in light of overall academy priorities and operations.
6. The efficacy of resultant travel is paramount.

Employee travel that impacts weekends/holidays/summers, and for which the employee elected/requested to attend, will not be compensated via pay or compensatory time. If the Academy requires such incursion into an employee's non-workdays, compensation may be considered.

Employee travel will be regulated to ensure that travel requests resulting in frequent absences from the classroom/worksites will not be approved. Teaching students is the

priority. For department employees, being on site to fulfill one's duty is also essential and takes precedent over employee travel. Further, while it is generally an honor for the Academy employees to present at state and/or national conferences, such presentations are not part of the job duties of an Academy employee, as such, presentations and/or attendance at conferences may be approved infrequently.

Travel Reimbursements Rates:

Travel reimbursement rates are derived from <https://www.gsa.gov/travel/plan-book/per-diem-rates> AND <https://fleet.utah.gov/state-travel-a/in-state-per-diem-rates-1/>) as follows:

In-State:

Lodging reimbursed at published rates located at fleet.utah.gov (see URL above). Executive Administration has discretion to add up to an additional 30% to this hotel allowance, due to rising costs of lodging

Meals and Incidentals - day of travel \$41.25. Full non-travel day \$55.00

Mileage Reimbursement .38/mile.

Conference Registration Cost (if applicable). All conference registration costs must be approved by the Executive Administration.

Out of State:

Lodging reimbursed at published rates located at [gsa.gov](https://www.gsa.gov) (see URL above). Executive Administration has discretion to add up to an additional 30% to this hotel allowance, due to rising costs of lodging

Meals and Incidentals - day of travel and non-travel rates based on [gsa.gov](https://www.gsa.gov).

Mileage Reimbursement .38/mile.

Conference Registration Cost (if applicable). All conference registration costs must be approved by Executive Administration

Approval for travel or expenses must be requested through Formstack.

When in doubt what costs the Academy will cover, please speak with a member of the Finance Department for possible reimbursement amounts.

THERE IS NO REIMBURSEMENT IF YOU MISS YOUR CONFERENCE/EVENT OR ARE UNABLE TO ATTEND. ALL COSTS MUST BE PAID FOR BY EMPLOYEE FIRST, UNLESS OTHER ARRANGEMENTS ARE MADE, THEN A REIMBURSEMENT REQUEST MAY BE SUBMITTED WITH PROOF OF ATTENDANCE/TRAVEL.