

## STANDARD OPERATING PROCEDURE ITINERANT EMPLOYEE TRAVEL

**Purpose:** To establish procedures and guidance for itinerant employee travel.

**Applicability:** This guidance applies to all district employees who have been authorized itinerant travel as a condition of their assignment.

### **Procedures:**

1. Principals will submit a memorandum to the DSO, Attn: Budget Officer, as soon as the itinerant employee has been identified, listing the names, home addresses, and social security numbers of those individuals who are authorized itinerant travel as a condition of their teaching assignment. Itinerant employees are those individuals who are assigned to one location with duty assignments at one or more locations.
2. Principals/supervisors will review and sign all SF form 1164s, Miscellaneous Expense Reimbursement, submitted by itinerant employees to verify the accuracy of the information.
3. Itinerant employees will claim mileage at the Official Mileage Rate as determined by the local military travel pay office and/or the Joint Travel Regulation (JTR).
4. When the itinerant employee is scheduled for a location on certain days of the week other than their primary duty station (PDS) and a privately owned vehicle (POV) is used, local travel is authorized for the difference between the mileage that s/he would drive to their assigned (PDS) location and the mileage to the itinerant location (mileage that exceeds the employee's regular commuting distance). For example:  
  
Employee's one-way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles. Upon completion of work, employee returns to residence, a distance of 18 miles. In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). So, the employee is reimbursed for 22 miles ( $18 + 18 - 14 = 22$ ).
5. The supervisor must approve special trips outside of the regular itinerant schedule prior to the trip.
6. Vouchers received at the DSO will be matched against the eligibility roster and will be examined to ensure they have been validated by the principal/supervisor. (Vouchers will be returned if there is a discrepancy or if the information is inaccurate or incomplete.)

7. The district budget assistant will process completed, approved vouchers. A copy of the paid voucher must be sent to the district budget assistant.

**Controls:**

1. JTR Guidelines
2. Eligibility determination
3. Supervisor verification of completed travel
4. Budget assistant review of completed SF 1164
5. Budget officer certification of travel voucher

// original signed //

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