

**STANDARD OPERATING PROCEDURE
REIMBURSEMENT FOR LOCAL TRAVEL (SF FORM 1164)**

PURPOSE: To establish guidelines for claiming payment for local travel.

PROCEDURES:

1. Aside from itinerants, authorization for payment of all other local travel must be obtained in advance. Approval is based upon Agency requirement, not personal convenience.
2. SF 1164, CLAIM FOR REIMBURSEMENT-LOCAL TRAVEL, is the required form to be used when requesting reimbursement for local travel.
3. Upon receipt of the SF 1164, the supervisor should write in the UPPER RIGHT-HAND corner the purpose for the local travel, e.g. Staff Development, Itinerant, Athletic Meeting. The supervisor should also initial in the right-hand corner to indicate his/her approval, the accuracy and completeness of the information.
4. Reimbursement for local Travel will be at the Official Mileage Rate as determined by the Local Travel Office and/or the JTR.
5. Any incomplete vouchers will be returned to the educator for the additional information.
6. Receipts, if applicable, should be attached to the SF 1164.
7. The SF 1164 should be forwarded to the DSO for further approval and addition of the fund cite. The Approving Official on the SF 1164 is the District Superintendent or his/her designee, not the principal.
8. The DSO will forward approved local travel to Travel Pay for payment.

CONTROLS:

1. Guidelines from the JTR (Joint Travel Regulation)

2. Advance approval of all local travel, other than itinerants.
3. Verification and approval by the Principal
4. Final approval by the Superintendent

A handwritten signature in cursive script that reads "Linda L. Curtis".

Linda L. Curtis
Superintendent