

Travel Helpful Hints

All travel (in county, out of county and out of state) should be entered directly in Skyward. The approval follows the organizational chart as with time off requests.

Travel payments are made via ACH to the account on file for your payroll deposit.

Be sure that the cost strip is entered on all travel reimbursement requests. A cost strip may be entered in the description field.

Travel expense reimbursements should be sent in timely. No later than 60 days after date of travel.

In County Travel

Use the in county district excel chart for mileage amounts and acronyms.

<https://www.stlucie.k12.fl.us/pdf/departments/purchasing/Site-to-Site-Mileage-Chart.xlsx>

Only one submission should be entered per employee per month.

Out of County/State Travel

An agenda must be attached as well as supporting documentation. You must also provide a time and date of departure and time and date of return.

Mileage is calculated using the Department of Transportation using the following link:

<https://www.fdot.gov/statistics/hwydata/intercity.shtm>

Missing documentation and/or cost strip will delay processing and payment of the travel reimbursement request.

Policy Reminders:

-All travelers shall travel in the most efficient manner possible.

-A rental vehicle or School District vehicle should be used for travel outside of St. Lucie County whenever possible to minimize costs. The car rental must be through an approved vendor (Budget, Avis, Enterprise) and it should be for a mid-size car or smaller. Written justification must be submitted prior to the travel for the use of a rental car larger than a mid-size vehicle. See Bookkeeper Secretary Teams Site for discount code.

-If you have any questions reach out to the Accounts Payable Department at accounts.payable@stlucieschools.org