

## Travel Reimbursement Application Process

Some employees of Pittsburgh Public Schools, based on positions in which they serve, are entitled to receive reimbursement for their travel expenses if such travel is required for them to complete the responsibilities of their job.

### Employees Eligible for Travel Reimbursement

- **School-based Professionals** (teachers, counselors, social workers, librarians, etc.) who have a split assignment between two or more schools
- **School-Based Administrators** who are required to travel to schools and other work locations during the course of the work day
- **Central Office Administrators and Support Staff** who are required to travel to schools and other work locations during the course of the work day
- **Itinerant Employees** assigned to support students at multiple locations, including but not limited to Nurses, Psychologists, Speech Therapists, etc.
- **Secretarial-Clerical Employees** who have a split assignment between two or more schools

### Employees Not Eligible for Travel Reimbursement

- **School-Based Professionals** (teachers, counselors, social workers, librarians, etc.) who are only working in one building
- **Paraprofessionals**
- **Day-to-Day Substitutes**
- **Interns, Tutors, and other Hourly Workers**

The Office of Human Resources will review requests not covered by the parameters listed above and make a final determination on the applicant's eligibility for reimbursement.

### Application Process

1. Employee submits an application for Travel Reimbursement. To locate the form online: **PPS homepage > Staff > Staff Login > Departments > Finance > Forms (page 2), [Travel Reimbursement Application](#)**
2. Application must be completed by employee, and signed by both the employee and the employee's immediate supervisor(s).
3. Completed and signed application form should be submitted to the Office of Human Resources:
  - Drop-off in person: *Human Resources, Room #155*; or
  - Fax to: (412) 622-7973



Pittsburgh  
Public Schools

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## Approval Process

1. If an application is approved by the Office of Human Resources, it is submitted to the Project Manager, Operations. The effective date for travel reimbursement eligibility is based on the date the application is approved (e.g. If the employee has been traveling since the beginning of the school year, but the application is submitted and signed on December 1<sup>st</sup>, the effective date of approval is December 1<sup>st</sup>, not the beginning of the school year).
2. Once received by Operations, it must be approved by the Chief Operations Officer and approved at the Board of Director's Legislative meeting. Depending on when an approved application is received, it may not be approved by the Board until the following month. This will not impact the effective date of travel reimbursement eligibility.
3. Approved Travel Reimbursements can be reviewed online in **PPS BoardDocs**:  
  
<http://www.boarddocs.com/pa/pghboe/Board.nsf/Public> > **Meeting > Agenda Review Meeting > View the Agenda > Search > Travel Reimbursement Applications**
4. If an application is denied by the Chief Operations Officer, the Operations Department will communicate with the employee that the application is denied.
5. Once a travel reimbursement application has been approved by the Board, an employee should download the **Automobile Mileage Report: Reimbursement Invoice (current year)**. To locate the form, visit **Staff>Staff Login> Departments >Finance > Forms**. Approved, eligible employees must complete the form and submit to their immediate supervisor(s) for approval. Original, signed forms must be submitted to the Office of Finance, Room #320 to process reimbursement. This may be done in person or via interoffice mail.
6. Check payments will be processed by Finance and mailed to the employee's home address on file.