



State Trainings/Events/Support Activities

Travel reimbursement will be available as described in the table below. These guidelines are intended to provide for parity across the state regardless of event location. The term “point of origin” means the attendee’s place of work. If an individual chooses to fly, (s)he may be reimbursed either the mileage amount that would have been reimbursed had the individual driven a vehicle or the actual cost of the airfare, whichever is less.

The TLI is an event that requires team participation. Therefore, team members should be cognizant of travel reimbursement costs and charge only reasonable and necessary costs. As an example, expenses can be reduced by car pooling and double-occupying hotel rooms as much as possible to ensure adequate and fair funding across AUs. Travel reimbursement is based on project budgets. (Whenever possible it is encouraged that the AU uses their local travel budget to support attendance at these gatherings.)

Description	Zone 1	Zone 2	Zone 3
Distance Traveled	<50 miles one-way from point of origin to location of event	51-100 miles one-way from point of origin to location	>100 miles one-way from point of origin to location of event
Mileage (Please refer to CDE 56 Special Request for Reimbursement or Payment for rate)	None	None	Any miles greater than 100 one-way from point of origin to location of event
Lodging reimbursed for a 2-day meeting	None	One nights’ lodging up to \$130 per room	Two nights’ lodging up to \$130 per room per night

Required Forms

The “[CDE 56 Special Request for Reimbursement or Payment](#)” form must be completed and submitted, along with lodging receipts showing a \$0.00 balance, a copy of the conference agenda, and a copy of MapQuest or Google directions depicting mileage from point of origin (person’s work address) to event location, no later than 30 days after the event. Lodging charges will be based on state per diem, and the maximum allowable reimbursement will be communicated to meeting/training participants. The maximum reimbursement for the 2019 Transition Leadership Institute is \$130.00 per room per night.

Reimbursement requests should be submitted within 30 days of an event. Requests submitted more than 60 days past the completion of an event will be reported as taxable income. Requests submitted more than 90 days past the completion of an event will NOT BE reimbursed per updated guidelines from the State.

If you have any questions about the procedure, please feel free to contact Cindy Petersen at 303-866-6106 or petersen_c@cde.state.co.us.

The contents of this handout were developed under a grant from the Department of Education. However, the content does not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Colorado Department of Education, Exceptional Student Services Unit