



# COLORADO DEPARTMENT OF EDUCATION

## EXCEPTIONAL STUDENT SERVICES UNIT

1560 Broadway, Suite 1175 • Denver, Colorado 80202-5149  
303.866.6600 • 303.866.6694 • [www.cde.state.co.us](http://www.cde.state.co.us)

**Robert K. Hammond**  
Commissioner of Education

**Diana Sirko, Ph.D.**  
Deputy Commissioner

**Keith Owen, Ph.D.**  
Associate Commissioner

March 1, 2012

Dear Special Education Directors:

As you may recall, during the 2008-09 school year, the ESLU focused on providing support activities on a regional basis rather than at multiple single state-level venues in order to reduce the amount of travel time and costs incurred by you and your staff. The following guidelines have been in effect since the 2008-2009 fiscal year, and will remain in effect until further notice:

### **Regional Trainings/Events/Support Activities**

- 1) Food will be provided for day-long meetings;
- 2) No registration fees will be charged --on average, a savings of \$105.00 per person per event;
- 3) No travel costs will be reimbursed; and
- 4) No substitute teacher costs would be reimbursed.

### **Travel Reimbursement Guidelines for Single Event, State-Level Support Activities**

With regard to single event, state-level support activities, food will be provided for day-long activities and registration fees will not be charged. Table 1, below, describes the travel reimbursement guidelines applicable to single event, state-level support activities. These guidelines are intended to provide for parity across the State regardless of whether the event is held in Denver, Colorado Springs or Grand Junction. The term "point of origin" means the attendee's place of work.

All scenarios take into account the fact that no registration fees are being charged for any event --again, an average savings to administrative units and state operated programs of \$105 per person per event based on prior years' registration fees. If an individual chooses to fly, (s) he will be reimbursed either the mileage amount that would be have been reimbursed had the individual driven a vehicle or the actual cost of the airfare -- whichever is less.

For Directors' meetings, travel reimbursement, consistent with Table 1, will be available for the Director or his/her designee (i.e., one attendee). Others attending from the same administrative unit or state-operated program will not receive travel reimbursement. Any regional meetings held in conjunction with a Directors' meeting will be scheduled on the afternoon of the first day of the meeting. Meetings will be convened later and adjourned earlier to better accommodate traveling needs.

For events that require team participation, team members need to car pool and double-occupy hotel rooms as multiple reimbursements will not be provided.

	<b>Zone 1</b>	<b>Zone 2</b>	<b>Zone 3</b>
<b>Distance Traveled</b>	< 50 miles one-way from point of origin to location of event	51-150 miles one-way from point of origin to location of event	>150 miles one-way from point of origin to location of event
<b>Mileage (Please refer to CDE 56 Request for Reimbursement Form for rate)</b>	None	None	Any miles greater than 150 miles one-way from point of origin to location of event
<b>Lodging reimbursed for a 1 day meeting</b>	None	None	None
<b>Lodging reimbursed for a 2 day meeting</b>	None	None	One night hotel
<b>Lodging reimbursed for 3 day meeting</b>	None	One night hotel	Two nights hotel

Table 1

### **Examples (hypothetical)**

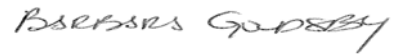
1. The fall Directors' meeting will be held in south Colorado Springs. It is a 2-day meeting. The meeting begins at 9:30 AM and ends at 3:30 PM both days. Breakfast and lunch will be provided both days. The cost for one night's lodging is \$95 plus applicable taxes and fees for a total of \$115.

- A. Director 1 must travel 45 miles one-way to get to the meeting. He will receive no travel reimbursement (Zone 1).
- B. Director 2 must travel 140 miles one way to get to the meeting. She will receive no travel reimbursement (Zone 2).
- C. Director 3 must travel 250 miles one way to get to the meeting. Because of the distance, Director 3 drives in the night before the conference starts. He will return home the day the conference ends. Director 3 will be reimbursed for one night's lodging and 200 miles, i.e., 100 miles to the conference and 100 miles returning home (Zone 3).
- D. Director 4 must travel 200 miles one way. Director 4 decides to fly. Director 4 flies in the day that the meeting starts and flies out the day that the meeting ends. Director 4 is reimbursed for one night's lodging and 100 miles – 50 miles to the conference and 50 miles return home.

**Note:** These Guidelines do not apply to individuals who are members of ESLU-supported task forces and advisory committees and are attending such meetings. Full travel reimbursement (mileage, lodging and meals) will be provided for individuals who are members of task forces and advisory committees because they are working committees and task forces, not support activities.

If you have any questions about this procedure, please feel free to contact Kim Hubbard at [hubbard\\_k@cde.state.co.us](mailto:hubbard_k@cde.state.co.us) or (303) 866-6690.

Sincerely,

A handwritten signature in cursive script that reads "Barb Goldsby".

Barb Goldsby  
Director  
Exceptional Student Services Unit  
(303) 866-6695

cc: file