



Office of Finance · 125 South Clark Street · Chicago, Illinois 60603
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April 15, 2010

Our school district is facing an unprecedented financial situation. It is critical that all of us examine our travel and other expenses, and restrict our expenditures to our core mission. **Due to current adverse financial conditions, Chicago Public Schools will be restricting all non-essential out of town travel until further notice.** Out of town travel includes any inter-state travel and any travel in Illinois that requires an overnight stay. Travel expenses include airline and hotel reservations and conference fees.

The Reimbursement for Work Related Expenses: Policy and Procedures issued on January 10, 2010 describes two categories of travel, travel related to assigned duties ("essential travel") and travel to attend conferences ("non-essential travel").

Essential travel includes travel mandated by the terms of a grant agreement, official representation of the Board, participation in legal proceedings, and human capital recruitment. All travel related to legal proceedings must be approved by the General Counsel. **Effective immediately, all other essential travel must be approved in writing by (i) your department head and (ii) the Chief Financial Officer or her designee four weeks in advance per the attached form.**

Non-essential travel includes travel to out-of-state conferences, meetings, seminars and training sessions that are not mandatory. All such travel by personnel in central office, city-wide and area offices must be approved in writing by (i) your department head, the executive officer or officer to whom your department head reports and (ii) the Chief Financial Officer or her designee. All such travel by school personnel must be approved in writing by (i) the principal and (ii) the Chief Area Officer or designee. **Per the attached form, non-essential travel requests must be approved four weeks prior to travel.**

All requests for non-essential travel must include a detailed explanation of why the travel is critical to a core mission of the Chicago Public Schools and the impact on the district if the travel is not authorized.

The Office of Management and Budget has removed all funds allocated to travel. These funds will not be available for use unless a travel request is approved and the attached pre-travel expense approval form is submitted to the Office of Management and Budget for processing. To augment the existing reimbursement policy employees must submit the travel reimbursement form with a copy of the pre-travel expense approval form and a written explanation of any deviation from the proposed expenses to Purchasing to be reimbursed.

All travel requests and approvals must be in writing. No travel expenses may be incurred without prior written authorization.

We appreciate your compliance with this directive.

Diana S. Ferguson
Chief Financial Officer