

Business Services Procedures Manual

Educational Event / Conference Travel

Before attending any educational event or conference, employees must complete a **Request to Attend Educational Event** form.

- This request must be approved by the employee's supervisor.
- If total estimated expenses exceed **\$1,000**, approval from the **Board of Education** is also required.

Post-Travel Requirements

Within **15 days** of returning from the event, the attendee must submit a **Claim for Reimbursement** form.

- **Meals** are reimbursable up to the current maximum allowable rate. (Refer to the *Request to Attend Educational Event* form for current rates.)
 - The **daily maximum rate** applies to full days only; the rate is **prorated at 75%** for the first and last day of travel.
 - A **maximum 15% gratuity** is allowable.
 - **Original, itemized receipts** must be attached for all reimbursable expenses.
 - Reimbursements will not be issued without itemized receipts.
 - **Alcoholic beverages are not reimbursable.**
 - All forms must be signed by the supervisor before submission.
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Mileage Reimbursement

Employees required to travel between sites, athletic events, or educational activities must complete a **Claim for Reimbursement** form.

- The claim must be approved by the supervisor and submitted to the **Business Department**.
 - Each trip must be listed on a separate line, and a **map showing mileage** for each trip (limited to one round trip per event/day) must be attached.
 - Reimbursement requests must be submitted **within 10 days after the end of each month**.
 - Mileage related to conferences should be claimed on the same form as other conference expenses.
 - Current mileage rates can be found on the *Claim for Reimbursement* form.
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Purchase Requisition

To request goods or services, employees must complete a **Purchase Requisition** in Escape or through the **Purchase Request Form** for the amount of the contracted services.

Procedure

1. Select the preferred method of payment.
 - To use a **district credit card**, provide at least **three days' notice**.
 - When using a district credit card, list **US Bank** as the vendor.
2. Include detailed descriptions of the items/services and identify the funding source.
3. Obtain **supervisor approval** and submit the request to the **Purchasing/Business Department**.
4. Supervisors must also review any **contracts or agreements** required by consultants or vendors and request a **W-9 form** if one is not already on file.
5. The **Purchasing Technician** will review funding availability with the **Business Manager**, scan all documentation, and archive it electronically.

Note: Only the **Superintendent/ Assistant Superintendent/designee** are authorized to sign contracts or agreements.

Employees who sign unauthorized agreements will be held personally liable for the terms and conditions.

Special Instructions

If a payment requires **prepayment** or other special handling, include instructions clearly on the "Special Instructions" line (in **ALL CAPS**) or in the body of the requisition.

Departments are responsible for obtaining and forwarding invoices to Accounts Payable if not received directly.

All vendor payments must include a **purchase order**, **invoice**, and **proof of receipt**.

Direct Deposit

Direct Deposit (ACH) takes **two payroll cycles** to become active.

- The first cycle serves as a **pre-note**, which verifies the account information with the bank.

Enrollment

1. Download the **Direct Deposit Signup Form** from the district website.

2. Complete the form and submit it **in person** to Payroll with a **voided check** or bank-verified document for ACH setup.
 - **Do not email** this information; emailed submissions will not be processed for security reasons.
 3. Once active, employees will receive an email from `EscapeNotifications@alpinestudents.org` at 4 a.m. on payday (the **last business day of the month**) containing a password-protected PDF of payroll details.
 - Password = last **four digits** of your Social Security Number.
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Escape Portal

The **Escape Portal** provides employees access to important payroll and employment information, including:

- Current and past **pay stubs** and **W-2 forms**
- **Leave balances** and usage details
- **Work calendars**
- Ability to **update tax and contact information**

Account Setup

1. Go to www.alpinestudents.org and click the **Escape Portal** icon.
 2. Select “**Create New User**” and enter the requested information.
 3. You will need your **work email address**, **birth date**, and **Social Security Number**.
If your account becomes locked, contact sbarreras@alpinestudents.org for assistance.
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Payroll Taxes

To adjust your **Federal (W-4)** or **State (DE-4)** tax withholding:

- Print and complete the appropriate form from the district website and submit it **in person** or via **interoffice mail**,
OR
 - Use the **Escape Portal**:
 - Go to *My Payroll* → *Paycheck Calculator* to preview how changes affect net pay.
 - Click “**Update Withholding Forms**” to submit electronically to Payroll for approval.
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Leave of Absence

To request time off, employees must complete a **Leave of Absence Form** (triplicate form available at the District Office or site offices).

- **Illness:** Submit the form **upon return** to work.
 - **Personal/Vacation:** Submit **in advance** for approval.
Once approved:
 - The **pink copy** is returned to the employee for timesheet submission.
 - The **supervisor** forwards the remaining copies to Payroll.
If unavailable, the form may be downloaded from the website and printed on **white paper**.
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Vacation Payout

Classified employees may request vacation payouts (up to **60 hours**) in **September, December, and March**.

- Forms (printed on **blue paper**) are available at the District Office or online.
 - Submit approved forms to Payroll **no later than the 10th** of the payout month.
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Stipends

For all **one-time stipend payments** (e.g., coaching or extra duty), submit the **Coaching Stipend Form** with required approvals to Payroll **by the 10th** of the payment month.

Timesheets

A. Certificated Employees

- Monthly timesheets are not required; contracts serve as time records.
- For extra duty, submit a **Green Extra Duty/Overtime Slip** with supervisor approval by the **16th** of each month. There are two extra duty rates for selection, a general and employee hourly rate. Please discuss with your supervisor before extra duty is performed which rate will be applied.

B. Classified Employees

- Must complete a **monthly timesheet** (printed on **yellow paper**).
- Ensure holidays and leaves are recorded in the correct columns and totals are accurate.
- Submit to the supervisor for approval **no later than the 16th** of each month.

C. Substitute Employees

- Must complete a **Substitute Timesheet** (pink paper).
 - Submit to supervisor or superintendent **no later than the 16th** of each month.
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Extra Duty / Overtime Slips

- Available at all site offices, the District Office, and the website.
 - Must be completed for **any work outside of regular hours/days**.
 - **Pre-approval** from the supervisor is required.
 - Submit the green slip along with the timesheet.
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Cafeteria – Request for Field Trip Lunches

Teachers requesting field trip lunches must complete a **Request for Field Trip Lunches** form.

- Specify the **date** of the trip, **number of lunches**, and **pickup time**.
 - If **adult lunches** are required, include them in the request.
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