

# TEMPORARY DUTY ASSIGNMENT (TDA)

Please read the procedures on the reverse side before completing this form!

Date when form was completed: \_\_\_\_\_

Name(s): \_\_\_\_\_

Position(s): \_\_\_\_\_ School/Building: \_\_\_\_\_

## TDA Information

(TDA Information **MUST** be attached.)

Date(s) of Attendance: \_\_\_\_\_ Location: \_\_\_\_\_

Title: \_\_\_\_\_

Subject: \_\_\_\_\_

### Expenses

Meals: (\$15 maximum allowance for 1 day) \$ \_\_\_\_\_

Transportation: **Automobile** (both must be filled out if over 125 miles) Lesser of: \_\_\_\_\_  
Personal: \_\_\_\_\_ miles @ \$ \_\_\_\_\_ per mile = \$ \_\_\_\_\_  
Rental: \_\_\_\_\_ days x \$ \_\_\_\_\_ daily rate + \$ \_\_\_\_\_ fuel = \_\_\_\_\_  
Please contact Business Office for name of company used.

Other Expenses: \_\_\_\_\_

Substitute Costs: \_\_\_\_\_ subs x \_\_\_\_\_ days @ \$ \_\_\_\_\_ per day \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_

ACCOUNT INFORMATION: \_\_\_ General \_\_\_ State \_\_\_ Federal

Name/Title: \_\_\_\_\_ Number: \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

Balance: \$ \_\_\_\_\_ (If not enough money, principal/supervisor **must** do a budget transfer.)

\_\_\_ TDA Expenses being paid by \_\_\_\_\_  
Name of Organization

Substitute Account Number: \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

\_\_\_ Substitute Costs being paid by \_\_\_\_\_  
Name of Organization

### Form Received Approvals

\_\_\_\_\_  Approved  Disapproved

\_\_\_\_\_  
Principal/Supervisor Signature Date

\_\_\_\_\_  Approved  Disapproved

\_\_\_\_\_  
Cabinet Member Signature Date

Reason for Disapproval: \_\_\_\_\_

## **BETHLEHEM AREA SCHOOL DISTRICT TEMPORARY DUTY ASSIGNMENT (TDA) PROCEDURE**

Any request requiring only mileage, meals, and substitute costs for one (1) day is considered a Temporary Duty Assignment (TDA). If your trip exceeds 125 total miles, it is required that you complete the calculation for cost associated with using your personal vehicle versus the cost of renting a vehicle. The school district will reimburse the lesser of the associated costs. The district has a corporate account with Enterprise Rent-A-Car and may be contacted locally at 610-746-3300. Do not authorize additional insurance. All TDA forms must be signed by the applicant's principal/supervisor and cabinet member. Applicants will be excused from their normal duties to attend a TDA only on the approved date.

When applying for a TDA, all requested information, an accurate breakdown of estimated expenses, and the total of the expenses must be noted and correctly calculated. Attendance at and/or the personal payment of any TDA expense may not precede approval. Expenses will not be reimbursed to the applicant if either of these actions occur.

All account information must be completed by the principal/supervisor prior to cabinet member approval. If there is a negative balance in the account, the principal/supervisor is responsible for doing a budget transfer.

Within ten (10) days of returning from a TDA, the applicant must submit a Final Expense form to the Accounts Payable Department with all dated, original, and itemized receipts attached. If the Final Expense form indicates the payment of a balance due, a completed, signed Payment Requisition and a copy of the approved TDA must be attached. The applicant will be reimbursed only for expenses incurred on this day and approved by the principal/supervisor and cabinet member. Payment Requisitions and Final Expense forms are available in all principal/supervisor offices.

All applicants asking to attend a TDA will receive a copy of the request indicating approval or disapproval. A copy of the request will also be sent to the applicant's principal/supervisor, Accounts Payable Department, and Payroll Department.