



YES FOR EARLY SUCCESS COOPERATIVE

YES For Early Success Cooperative

TRAVEL POLICY

POLICY NUMBER: TR-001

PURPOSE

This policy establishes guidelines for all travel conducted on behalf of YES For Early Success Cooperative. It ensures that travel expenditures align with the organization's vision, mission, Liberatory Design principles, and the Department of Children, Youth, and Families (DCYF) requirements. All travel-related expenses should be necessary, reasonable, and supported by appropriate documentation to ensure accountability and alignment with our goals.

VISION

At YES For Early Success Cooperative, our vision is to ensure equitable access to high-quality early childhood education, fostering sustainable growth and liberation for all communities. All travel undertaken by staff should further this vision by promoting professional development, collaboration, and advocacy for early learning programs.

MISSION

Our mission is to partner with early childhood education programs and families, providing resources and opportunities needed to prepare young children for kindergarten and lifelong success. Travel activities should directly support this mission by enabling staff to attend conferences, training, and events that enhance their ability to serve children, families, and communities.

LIBERATORY DESIGN PRINCIPLES

Liberatory Design guides us in creating inclusive, equitable systems that foster a sense of belonging. Travel decisions should reflect these values by prioritizing opportunities that support community engagement, shared leadership, and culturally relevant learning.

TRAVEL POLICY GUIDELINES

1. PRE-APPROVAL OF TRAVEL

All travel must be pre-approved through the completion of a Travel Request Form and signed by the appropriate authority, typically the Executive Director or Chief Financial Officer (CFO). This approval ensures that the travel aligns with organizational priorities, budgetary constraints, and DCYF requirements.



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2. PURPOSE OF TRAVEL

Travel is permitted for:

- Attending professional conferences, training, and workshops that contribute to the development of staff, leadership, or program delivery.
- Engaging in advocacy efforts that align with YES For Early Success Cooperative's mission.
- Site visits or program monitoring that supports service improvement and compliance with grant or contract requirements.

3. TRAVEL COSTS AND FUNDING

- Travel costs, including lodging, meals, and transportation, should adhere to the maximum allowable per diem rates as outlined by the **OFM/GSA website**.
- All travel expenditures must be documented with supporting receipts, and costs that exceed the per diem limits require written pre-approval.
- The use of cost-effective travel options, such as carpooling or public transportation, is encouraged.

4. REIMBURSEMENT AND ADVANCES

Staff members can request reimbursement for eligible travel expenses by submitting the **Travel Request** Form along with supporting documentation (e.g., receipts, maps, quotes). Reimbursements will only be processed for expenses that adhere to the policy and have prior approval.

- Travel advances can be provided if requested in advance. Advances are limited to estimated meal allowances and transportation costs, excluding lodging unless pre-approved.

5. DCYF COMPLIANCE

- Travel funded by DCYF grants or contracts must strictly comply with all DCYF policies. This includes adhering to budget restrictions, allowable costs, and reporting requirements.
- Staff must ensure that all travel is directly related to grant objectives and aligned with the cooperative's mission.

6. MISCELLANEOUS EXPENSES

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