

Staff Expense Reimbursement

Expense reimbursement for staff traveling on approved public charter schools business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for public charter school business purposes and directly attributable to it will be reimbursed. As used in this regulation an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct charter school business. Reimbursement procedures established by the public charter school will also apply to Board members traveling on Board-approved charter school business, as applicable.

Out-of-state travel requires prior Board approval.

Insurance Coverage

1. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.
2. The employee’s insurance coverage provides coverage when the employee is driving his/her own vehicle on approved charter school business.
3. All charter school employees operating private vehicles on approved charter school business are required to complete and maintain on file with the charter school verification of vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required annually. Employees are required to update their verification of vehicle liability information maintained on file with the charter school upon **any** change in the employee’s vehicle insurance coverage.

Meals and Meetings

Expenses in excess of the public charter school’s established limit are ordinarily the responsibility of the employee and may be reimbursed only with director approval. Receipts for all meal expenses must be secured and attached to the claim.

Reservations, Commercial Carrier and Lodging

1. Travel must be conducted in the most expeditious and cost-effective manner, as determined by the public charter school.

2. Each employee is responsible for making his/her own reservations by obtaining a purchase order number from the business office and furnishing that number to the local travel agency or commercial carrier.
3. Individuals traveling on approved charter school business by a carrier offering travel credits (i.e., frequent flyer mileage, etc.) are required to account for credits received and may use the credits for future approved charter school travel purposes only.

Vehicle Rentals

1. Rental vehicles may be used only when use will affect a savings or otherwise be more advantageous to the charter school or when the use of other transportation is not feasible. Rental vehicle use needs prior Board or director approval.
2. Rental of a compact vehicle is recommended when suitable for approved district business because of the lower initial rate and the guaranteed rate. Certain rental agencies guarantee the compact rate in all owned stations and in most licensee stations, which means that if a reservation for a compact vehicle is accepted and one is not available, a standard-sized vehicle will be substituted at the compact rate.
3. Rental vehicles will be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.
4. Employees will be informed if the charter school carries the rental car endorsement as part of its insurance coverage. In the event the charter school does not carry the rental car endorsement the employee will be authorized to purchase insurance coverage from the rental agency.

Cancelled Trips

1. If an employee cannot leave at the scheduled time, it is his/her responsibility to call the travel agency or carrier and arrange to have the tickets cancelled or exchanged.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.
3. Lodging reservations must be cancelled by the employee as soon as possible to avoid a cancellation charge.
4. If a trip is cancelled after an advance and/or tickets have been issued, the advance and tickets must be returned to the business office immediately.

Personal Travel Combined with Charter School Business Travel

1. If an individual traveling on approved charter school business engages in both business and personal activities, expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved charter school business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.

Expense Reimbursement Request and Accounting Procedures

1. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.
2. Any claim for mileage reimbursement only may be submitted at the beginning of each month for the prior month's total in which reimbursement is to be claimed. A claim must be submitted no later than 30 calendar days of incurring the expense. Reimbursement claims later than 30 calendar days of the expense will be denied.
3. Mileage for approved charter school business travel in a private vehicle will be reimbursed at the current rate per mile established by the charter school.