

Travel Expense Reimbursement Procedures

Expense reimbursement for staff traveling on approved district business will be governed by the following procedures. These procedures are applicable regardless of what agency eventually absorbs the costs. 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 district business purposes and directly attributable to it will be reimbursed. As used in this policy, 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 district business.

Reimbursement procedures established by the district will also apply to Board members traveling on district business, as applicable.

Approval of Travel

1. All out-of-district travel must be approved by the superintendent or their designee prior to travel using the district's Travel Request form.
2. Travel and lodging reservations, conference registrations, and expense advances for staff and Board members shall be made through the business office.
3. It is the responsibility of the traveler to submit the Travel Request form and any other pertinent materials and brochures in a timely manner.

Meals Per Diem

When travel involves an overnight stay, the employee will be paid a per diem amount (daily expense allowance) for meals in lieu of providing receipts. The per diem amount will be based on the following table:

Breakfast - \$7.50	First Day Eligibility	After an overnight stay.
	Last Day Eligibility	Day of return to the district.
Lunch - \$7.50	First Day Eligibility	After an overnight stay.
	Last Day Eligibility	Must be unable to return to the district before 2 p.m.
Dinner - \$15.00	First Day Eligibility	Must leave before 4 p.m. and be followed by an overnight stay.
	Last Day Eligibility	Must be unable to return to the district before 7 p.m.

Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:

1. Names of guests;
2. Organizations involved;
3. An explanation of the district business purpose of the meeting.

Incidental Expenses

Other expenses such as parking fees, shuttle or taxi fees and toll charges will be reimbursed with a receipt.

Lodging Expenses

Lodging will be at reasonable commercial establishments either at the site of the employee's business or within the same general area. Employees shall use the district's travel credit card or district check to pay for lodging expense.

Transportation

1. Employees and other district representatives will use the "least cost method" when traveling by motor vehicle. This is done by following these priorities:
 - a. A district vehicle, if available; or
 - b. If a district vehicle is not available, a rental car may be reserved by contacting the approved car rental company; or
 - c. Employees may use their own vehicles. In such cases, the district will reimburse at the current rate the district would have paid had the employee rented from the car rental company or the IRS mileage amount, whichever is lower. If reimbursed based on the IRS mileage rate, fuel costs are part of the mileage reimbursement. All persons operating their private vehicle on behalf of the district must carry at least the minimum insurance required by state law.
 - d. Other vehicle related expenses such as parking, valet service, taxi, shuttle and bus fare, will be reimbursed with receipts.
2. Airfare will be reserved using the least cost method and by using advanced booking and any other cost saving methods. Reservations will be arranged by the business office.

Combining Business and Personal Travel

As long as it does not interfere with the business purpose of the trip, an employee may combine business and personal travel. However, the following restrictions apply:

1. The district will reimburse for only those expenses incurred by the employee which are within the parameters of this policy, and which are directly related to the business conducted. All other expenses will be borne by the traveler. (An example of an additional expense for which the district would not be responsible would be an increase in room rate for double occupancy.)

2. Time used in excess of what is needed for the conduct of school business and related travel will be credited against vacation days or personal leave time for which the employee is eligible.

Travel Credit

Individuals traveling on approved district business through a vendor offering travel or lodging credits (i.e., frequent flyer mileage, etc.) are required to account for those credits and may use them only for future approved district business travel purposes. The district prohibits the personal accrual of travel credits for individuals traveling on approved district business.

Exceptions to this Policy

Under emergencies or other extenuating circumstances, the superintendent or business manager may grant exceptions to this policy. These exceptions will be noted and records must be kept of related expenditures.

In accounting for business expenses and reimbursements, the superintendent will follow the general provisions of this policy, but will be accountable under the provisions set forth in his/her individual employment contract.