

District Travel for Staff and Student Activities

District travel administrative rules are applicable regardless of what funding source or agency eventually absorbs the costs. Allowable expenses for approved district travel will be governed by the following procedures.

Travel expenses include travel fares, meals and lodging, and expenses incident to travel. Only directly attributable travel expenses that are ordinary and necessary in the conduct of approved district business purposes are eligible. As used in this administrative rule, an "ordinary" expense means one that is reasonably priced and commonly accepted in the profession; a "necessary" expense means one that is essential and appropriate in order to conduct district business. Procedures established by the district will also apply to Board members traveling on district business, as applicable.

Authorization

1. All meeting, training, conference, or travel expenditures must be within appropriated and available funds of the district.
2. All meeting, training, conference, or travel expenditures must be authorized by the appropriate immediate supervisor and/or administrator prior to departure. Administrator expenditures are to be approved by the superintendent or designee.
3. Group travel may be requested on one travel request form for a group traveling together as long as travel advances and reimbursements are payable to one person who has complete responsibility for reporting expenses as outlined in the administrative regulation.

In-District and Out-of-District Travel-Use of Private Vehicles

1. Private vehicles may be used in conducting district business only with prior building principal or administrator approval.
2. Travel in a private vehicle for the purpose of conducting district business may be approved when:
 - a. A district vehicle is not available;
 - b. The destination is not conveniently accessible by commercial carrier;
 - c. Various points must be visited and commercial carrier schedules are such that the use of commercial carrier transportation is not practical;
 - d. Carrying articles by commercial carrier would not be feasible;
 - e. Commercial travel is deemed to be less economical; or
 - f. Other circumstances are approved by an administrator.

3. Non-represented employees-refer to the current bargaining contract for language on eligible mileage costs.
4. Mileage rates are based upon the federal IRS rate.

Out-of-State Travel

Out-of-state travel requires prior superintendent designee, building principal, program administrator, or business manager approval.

Insurance Coverage

1. It is the responsibility of the owner or driver of the vehicle to be certain the vehicle is adequately covered by insurance.
2. The employee's insurance coverage provides primary coverage when the employee is driving his/her own vehicle on approved district business.
3. All district employees operating private vehicles on approved district business are required to complete the district mileage reimbursement form which documents their vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required by the approving administrator or designee prior to formal approval to conduct district business in a private vehicle.

Meals and Meetings

1. Payment will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business by utilizing the meal per diem allowance basis. Meals include amounts spent for food, beverage, taxes, and related gratuities. Alcoholic beverages will not be reimbursed by the district. See Expense Reimbursement Request and Accounting Procedures below.
2. Employees receiving meal per diem allowances are not required to furnish receipts to account for and itemize expenses.
3. Meal per diem allowances are updated periodically as determined by district administration.

Travel Advances

1. All costs feasible such as travel, lodging, and registrations shall be paid directly by the district to the vendor.
2. A travel advance may be requested for the estimated cost of meals, shuttles, and parking, etc. The travel advance may be requested by submitting the appropriate district form and proper documentation.
3. The cost of commercial travel tickets will not be included in a cash advance request and should be paid directly by the district to the vendor.

4. In the event of loss, the employee is personally responsible for cash advances issued and for any third-party use of a district-provided credit or banking card unless misuse is due to fraud.
5. Advance travel checks can be obtained by following the published accounts payable schedule.
6. Only one cash advance may be outstanding to any employee at any time. Unused excess funds will be returned to the district within 15 days of travel completion, with the exception of unused meal per diem allowances.

Reservations, Commercial Carrier, and Lodging

1. Travel must be conducted in the most expeditious and cost-effective manner, considering the total cost of the travel package, as determined by the district. If an employee chooses to use an alternative mode of transportation other than the most cost-effective total travel package, the additional cost will be picked up by the employee as a personal expense. When more than one employee is attending, carpooling is encouraged.
2. Each employee is responsible for obtaining proper authorization prior to making his/her own reservations. Normal district accounting and purchasing methods are to be utilized when making travel arrangements.

Vehicle Rentals

1. Rental vehicles may be used only when their use will effect a savings, otherwise be more advantageous to the district, or when the use of other transportation is not feasible.
2. 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.
3. Fuel purchased for rental vehicles may be reimbursed with the original receipt documenting the purchase and accompanied by the vehicle rental contract.
4. Employees must rent the vehicle in the name of Corvallis School District in order to be covered under the district's rental car insurance endorsement. If the employee rents the vehicle in the employee's name then the employee's insurance prevails. It is important to note that an individual's personal insurance may not provide the same level of insurance as the district's thereby creating a more significant risk loss potential.

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 for a refund or exchanged. The traveler is required to take all steps necessary to secure such refunds. The refunds are the property of the district.

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 a travel advance and/or tickets have been issued, the travel advance and tickets must be returned to the Business Services Office immediately.

Personal Travel Combined with District Business Travel

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be funded only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved district 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. When a member of his/her family or other guest accompanies an official or employee, the district will make payment at the single room rate with the employee being responsible for the remaining balance. The employee is to provide documentation from the lodging establishment to substantiate the single room rate.
4. 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.
5. Vacation or other personal leave may be taken in conjunction with approved district travel subject to the following:
 - a. Time delays related to approved district business are charged as working time even if no work is performed;
 - b. If the employee travels by less than the most cost-effective manner, as determined by the district, for approved district business or for personal travel combined with travel for district business purposes, he/she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
 - c. All subsistence and local transportation (taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
 - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved district business, even though he/she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved district business; and
 - e. A traveler who decides on his/her own to conduct district business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the district pay his/her basic transportation cost from the district to the location visited, or submit a request for other expense reimbursement.

Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the district's travel expense form and approved by the administrator or designee in writing. Original itemized receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, itemized receipts for transportation, lodging, registration, conference, and workshop fees. Meals are to be on the per diem allowance method. All requests must follow normal accounting procedures and work with the responsible site administration to be submitted to the district office within 15 working days of the conclusion of the trip.
 - a. If the completed travel expense report totals less than the travel advance, the difference must be returned within 15 working days to the business office with the report.
 - b. Reimbursement for expenditures in excess of a travel advance, or where no travel advance has been requested, will be made within 30 working days after the approved travel expense report is received by the business office.
2. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
 - a. Names of guests;
 - b. Organizations involved; and
 - c. Full explanation of the district business purpose of the meeting.
3. In the event a vehicle was rented, an itemized invoice 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.
4. All claims for mileage reimbursement must be submitted within the fiscal year in which the expense was incurred. Reimbursement claims for expenses incurred in prior fiscal years may be denied, at the discretion of the administrator or business manager.
5. Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate per mile established by the district, collective bargaining agreement or Internal Revenue Service (IRS), as applicable. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.
6. Meal per diem allowances are provided for approved district business purposes for a trip that is overnight, or long enough that the individual conducting business or attending training is away from the regular workplace and cannot access meals through normal channels and still perform his/her duties. Meal per diem allowances approved for district business travel purposes are generally not reportable as income to the employee as long as the per diem does not exceed the federal meal per diem guidelines as in accordance with IRS regulations.
7. In the event the total amount of travel advances, reimbursements, or otherwise charged to, and/or received from the district by the employee exceeds the ordinary and necessary business expenses

and/or the federal meal per diem guidelines, the excess must be reported as income in accordance with IRS requirements.

8. Group travel may be requested on one travel request form for a group traveling together as long as travel advances and reimbursements are payable to one person who has complete responsibility for reporting expenses.

Travel Expense Limitations

1. Meal expenses are covered on a per diem allowance basis. No receipts or unused amounts are required to be turned in to the business office. Per diem allowances:

Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$18.00
Total	\$40.00

Note: Meal allowances will not be issued for meals included as part of the conference or training event.

2. Gratuities in excess of the per diem limits are the responsibility of the employee and will not be reimbursed by the district.
3. Meal per diem allowances will not exceed the full daily amount if all three meals are taken. If the travel covers only a portion of the day the following timelines apply:

	Start travel is before	Return time is after
Breakfast	6:00 a.m.	9:00 a.m.
Lunch	11:00 a.m.	2:00 p.m.
Dinner	5:00 p.m.	7:00 p.m.

4. To acknowledge that meetings, training, and conferences attended in metropolitan cities may carry a higher associated cost for meals, the superintendent or designee may authorize a higher meal allowance. Receipts will be required to substantiate costs. All other administrative procedure requirements apply.
5. Other expenses such as toll charges, parking fees, valet services, cleaning, pressing, and laundry may be reimbursed if the duration of the trip or other circumstances warrant it.
6. Mileage reimbursement for actual miles traveled on district business may be approved subject to the following limitations:
 - a. Reimbursement will be made only for those miles actually traveled in the course of completing approved district business;
 - b. Group travel may be requested on one travel request form for a group traveling together as long as travel advances and reimbursements are payable to one person who has complete responsibility for reporting expenses;

- c. In the event a private vehicle is approved for use from home, to or from airport or railroad station, mileage for one round trip and economy parking will be reimbursed. Parking receipts are required; and
 - d. Individuals requesting reimbursement for use of a private vehicle on approved district business must meet insurance requirements. See Insurance Coverage above.
7. Lodging will be reimbursed at reasonable commercial rates. All personal costs charged to the room such as movies, room service, and other charges are to be paid directly to the lodging provider by the employee as a personal expense.
 8. Local taxi, shuttle, bus fares, and vehicle rentals may be reimbursed, subject to the district's requirement that travel selected is by the most expeditious, cost-effective manner, as determined by the district.
 9. Other reasonable expenses not specifically covered in this administrative rule may be reimbursed if within appropriated and available funds and authorized by the superintendent or designee.

Student Body Activities and Playoffs

1. Expenses for extracurricular, co-curricular, or playoff activities authorized by an administrator are eligible to follow this administrative rule. Outlined below are the specific documentation requirements to qualify for travel expenses unique to these activities:
 - a. Names of staff and students attending;
 - b. Date of the activity;
 - c. School name/group attending;
 - d. Purpose of the activity;
 - e. Destination and duration of trip;
 - f. Approval of an administrator or their designee; and
 - g. Student signatures and amount of cash if distributed directly to the students for meals.
2. Student per diem meal allowances are as follows:

Breakfast	\$8.00
Lunch	\$9.00
Dinner	\$13.00
Total	\$30.00

Standard times as outlined in the Travel Expense Limitations section above determine the eligible timeframes for students to access these per diems during travel.