

Travel Expenses

1. District Travel

District travel procedures are applicable regardless of whether the source of funds is the general fund sub-funds, grants, capital projects or any other district fund. It is the intent of the district that, when travel is necessary, the travel will happen safely, comfortably, and economically. Cost should always be considered when making lodging and rental car selections.

- a. Local Mileage Reimbursement: The use of a private vehicle to conduct district business may be necessary at times. Such use should occur only with the knowledge and approval of the responsible administrator. The supervisor may approve individual trips or give blanket approval for local travel. Reimbursement for actual miles traveled on district business shall be calculated at the IRS rate.

(1) Limitations on Mileage Reimbursement

- (a) Local mileage reimbursement shall not be granted for traveling from their residence to the place where work begins for the day or regular work place for returning home from the last place worked during the day.
- (b) Reimbursement will be made only for those miles actually traveled in connection with district business.
- (c) By signing and submitting the mileage reimbursement form, a traveler is acknowledging and verifying personal liability coverage on their private passenger auto. Liability coverage must be equal to or greater than Oregon statutory limitations. Completion of the mileage reimbursement form absolves the district of all liability, including, but not limited to, nonparticipation or uninsurability of the traveler. This form is available through the personnel office. Individuals not properly covered by automobile liability insurance are not authorized to drive private vehicles on district business.
- (d) A claim for travel and related expenses should be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted within 90 days of incurring the expense to be honored for reimbursement.

(2) Itemized Mileage Reimbursement Form

- (a) The mileage reimbursement form is used to report local mileage. Local mileage is defined as miles driven within district boundaries on district business.
- (b) All travel must have the authorization of the principal or other responsible administrator.

- (c) The form must be signed by the claimant, approved for payment and distributed as indicated on the form.
- (d) Mileage reimbursement forms must indicate the nature of travel if destination is not a school.
- (e) Parking fees are reimbursable when necessary on official district business.

b. Flat Rate Vehicle Allowance:

- (1) The superintendent or designee may approve a flat rate for vehicle allowance if it is determined to be in the best interest of the district.
- (2) An employee may not claim reimbursement for local mileage while receiving a flat rate vehicle allowance considered as wages and included on the employee's W-2 form for tax purposes.
- (3) By accepting the allowance, employees will carry liability insurance coverage on their private passenger auto. Liability coverage must be equal to or greater than Oregon statutory limitations. Individuals not properly covered by automobile liability insurance are not authorized to drive private vehicles on district business.

c. Meals and Meetings: Justifiable and reasonable expenses will be reimbursed when the meals are taken in connection with district business.

- (1) Expenditures for meals require the prior approval of the supervisor or other responsible administrator.
- (2) Full explanation of the purpose of the meeting and the identification of visitors or guests by name and group affiliation is required.
- (3) Detailed receipts and an explanation for all meal expenses must be secured and attached to the claim.

2. Professional Development and Out-of-District Travel

- a. Approval: All documents submitted must have the approval of the principal or other responsible administrator.
- b. Travel Plan: A travel plan including conference, hotel and travel information must be completed and approved before any staff development activity or out-of-district travel can occur.

Trips out of district on a scheduled basis over a period of time (e.g., monthly association meetings, coach scouting opponent teams, etc.) must be approved.

- c. Travel Advance: A conference/workshop travel plan for out-of-district travel must be completed by indicating the estimated cost and must be properly approved. This form serves both as a travel advance request and a travel expense report.
 - (1) When a cash advance is desired, the payment in advance section must be completed.
 - (2) Cash advance may be made when the estimated cost for meals, mileage, etc., exceeds \$50.
 - (3) The cost of travel tickets and lodging will not be included in a cash advance.
 - (4) In case of loss, the traveler is personally responsible for cash advances issued for travel.

- (5) At least 15 working days are required for processing an advance check after the approved application is received by the disbursements department.
- (6) Only one cash advance can be outstanding to any person at any time.
- (7) If a trip is canceled after an advance and/or tickets have not been used, the advance and tickets must be returned to the business office immediately.

d. Travel Accounting:

- (1) Travel Expense: A travel expense report detailing actual expenditures or per diem reimbursement must be prepared and filed within 10 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 10 working days to the business office.
- (b) Expenditures in excess of advance or where no advance has been requested, reimbursement will be made within 15 working days after the approved travel expense report is received in the business office.

- (2) Per Diem:

- (a) The primary basis for payment of travel related expense is per diem. Per diem is the daily amount allowed for meals, including all gratuities; therefore, travelers are not separately reimbursed for gratuities or tips of any kind including, but not limited to, meals and transportation. Payment to individuals on travel status to cover meals is based on the rates published by the U.S. General Services Administration (GSA) for domestic travel in the continental U.S. for Alaska, Hawaii, and U.S. Territories and Possessions, the per diem is based on rates published by the U.S. Department of Defense. For international travel, the per diem is based on the rates published by the U.S. Department of State. (See www.gsa.gov/portal/category/100/20) Travel status is defined as travel outside the Portland Metropolitan Area. The per diem meal allowance is a fixed amount of reimbursement for a meal. It is not reimbursement for the actual cost incurred. Receipts are not required for meals if claiming per diem. No per diem may be claimed for meals included in conference/workshop registration fees.

- (b) Meal per diem non-overnight travel.

- (i) Breakfast – Must be on travel status at least two hours before scheduled work shift.
- (ii) Lunch – No per diem allowed unless outside the Portland Metropolitan Area or for a district business purpose.
- (iii) Dinner – Must be on travel status at least two hours beyond scheduled work shift.

- (c) Application of meal per diem rates: Meal per diems for the initial day of travel and final day of travel are determined on the following schedule based on departure and arrival times. Apply the percentage to the appropriate meal rate.

- (i) Initial Day of travel-Leave:
 - 1) Prior to 6:00 am 100%
 - 2) 6:00 am to 12:00 pm 75%
 - 3) 12:01 pm to 6:00 pm 50%
 - 4) After 6:00 pm 25%

- (ii) Final day of travel-Return:
 - 1) Prior to 6:00 am 25%
 - 2) 6:00 am to 12:00 pm 50%
 - 3) 12:01 pm to 6:00 pm 75%
 - 4) After 6:00 pm 100%

- (d) When a personal vehicle is used between home and the airport, mileage for one round trip and economy parking will be reimbursed.
- (e) Lodging shall be at reasonable commercial rates. If the cost is greater than \$125, exclusive of taxes and fees, a second approval is required from the site administrator's level supervision. Lodging will be reimbursed when required travel is two hours or more from the district by vehicle.
- (f) Other expenses including toll charges and parking fees will be reimbursed if the length of trip or circumstances demands.
- (g) Use of Local taxi, bus fares and vehicle rental.

- (i) Rental automobiles should be used only when their use will result in savings or otherwise be more advantageous to the district, or when the use of other transportation is not feasible.
- (ii) Traveler will rent an automobile that is the lowest cost to the district while suitable for their travel needs.
- (iii) Rental cars should be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the responsibility of the traveler.

(3) Receipts and Supporting Documentation:

- (a) All receipts for lodging expenses are required. A receipt for a shared room should be so indicated.
- (b) Receipts for meal expenses are not required when using per diem rates.
- (c) Registration, conference and workshop fees.
- (d) Vehicle rental.
 - (i) A copy of the rental agreement must be attached to the travel expense report.
 - (ii) The rental charge may be paid from the amount advanced.
 - (iii) Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.

- (e) Expenses which consist primarily of the cost of furnishing meals for others in the course of conducting business on behalf of the district will be reimbursed upon submission of a travel expense report which includes:
 - (i) Names of guests;
 - (ii) Organizations involved;
 - (iii) Business discussed;
 - (iv) Approval by the principal or other responsible administrator.
- (f) In the absence of a proper receipt, a lost, stolen or missing receipt form must be completed attesting to the amount and the purpose of the expenditure.

e. Reservations

- (1) Commercial Carrier and Lodging: Travel should be conducted in the most expeditious and effective way. Economy, coach, tourist fare or other similar accommodations should be used for all travel. Lodging shall be at reasonable commercial rates. Travelers may "double up" in a room in order to save district money or for efficiency. Advanced reservation discounts are expected to be utilized when available. Payment will be made by the district and is not a reimbursement to employees.
- (2) Canceled Trips:
 - (a) If a traveler cannot leave at the scheduled time, he/she must call the travel agency or carrier and arrange to have the tickets canceled or exchanged.
 - (b) Unused or canceled tickets must be returned to the business office. Refunds or claims will be applied for by the district and not by the traveler.
 - (c) Commercial carrier reservation cancellations should be completed as soon as possible before departure time.
 - (d) Lodging reservations should be canceled by the traveler as soon as possible to avoid a cancellation charge.

f. Vehicle Rental

- (1) Rental vehicles should be used only when such use will affect a savings or otherwise be more advantageous to the district or when the use of other transportation is not feasible.
 - (a) Any additional costs incurred for other usage will be the personal responsibility of the traveler.
 - (b) The lowest possible rental rates are to be obtained. The vehicle type selected will be the least expensive consistent with intended use.
- (2) Insurance:
 - (a) A traveler may elect to purchase additional insurance coverage offered through the rental agency agreement; in such cases, any accident causing collision loss could result in the traveler's personal insurance being primary.

- (b) District liability coverage extends to cover rental vehicles while in use by travelers engaged in official district business only. District liability does not extend to personal use time of the vehicle.
- (c) The business office must be notified immediately of any/all accidents occurring while the rental vehicle is in use on district business and while the traveler has extended the vehicle usage/agreement for personal use.

g. Travel by Personal Vehicle

- (1) Justification for using a personal vehicle for out-of-district travel shall be based on the following:
 - (a) When the destination is not conveniently accessible by commercial carrier;
 - (b) When various points must be visited and commercial carrier schedules are inconvenient or impractical;
 - (c) When carrying articles by commercial carrier would not be feasible;
 - (d) When use of a private vehicle is the least expensive travel option.
- (2) Reimbursement for travel shall be calculated at the current IRS rate per mile.
- (3) If a route other than the shortest one is taken, an explanation must be made.
- (4) Convenience of Traveler:
 - (a) Travel for the convenience of the traveler shall be at the traveler's expense.
 - (b) The amount allowed for mileage, additional meals and lodging is not to exceed the equivalent cost of round trip coach airfare and related expenses. Any other costs must be paid by the traveler.
 - (c) Time away from work caused by traveling by less than the most expeditious means available must be charged to vacation or other appropriate leave.
- (5) Insurance Coverage: By signing and submitting the mileage reimbursement form, a traveler is acknowledging and verifying personal liability coverage on their private passenger auto. Liability coverage must be equal to or greater than Oregon statutory limitations. Completion of the mileage reimbursement form absolves the district of all liability, including, but not limited to, nonparticipation or uninsurability of the traveler. This form is available through the personnel office. Individuals not properly covered by automobile liability insurance are not authorized to drive private vehicles on district business. (Consistent with the procedures in 1.a.(1).(c))

h. District and Personal Travel: A traveler who wishes to take vacation or other personal leave in conjunction with official travel may do so subject to the following conditions:

- (1) All time away from work caused by traveling by less than the most expeditious means available must be charged to vacation or other appropriate leave;
- (2) If the travel is for vacation purposes to a point that the traveler would not have visited for business, the traveler must pay the additional cost;
- (3) All subsistence and transportation while on vacation status must be paid by the traveler;

- (4) No travel will be approved if the major consideration is to give the traveler a personal vacation.
- i. Ineligible Expenses
 - (1) Repairs, towing or service for personal vehicles.
 - (2) Mileage to more than one person if only one vehicle was used.
 - (3) Parking tickets or traffic fines.
 - (4) Personal expenditures for entertainment, alcoholic beverages, telephone, medicine and other such personal items.
 - (5) Expenses for spouse and family.
 - (6) Repair or replacement of personal items.
 - (7) Gifts.
 - (8) In-district meals without prior approval.
- j. Other Reimbursements: Reimbursement by other agencies or organizations for travel costs may be retained, provided such payment does not duplicate payment made by the district.
- k. Other Benefits: Receiving "points" or "miles" while on district business is not allowed.