

## Travel Procedure

### Staff Travel

- I. District travel procedures are applicable regardless of what agency eventually absorbs the costs.
- II. Travel Approval Authority for Out-of-District Travel
  - A. Initial Approval
    1. All travel must have the approving signature of the immediate supervisor and department head or principal.
  - B. Final Approval
    1. In-state travel must be approved by the immediate supervisor and department head or principal.
    2. Out-of-state travel must be approved by the department head or principal and the superintendent.
  - C. Group Travel
    1. One travel request form may be used by a group traveling together as long as reimbursements are payable to one individual. That individual has complete responsibility for reported expenses. Approval procedures are the same as noted in II., B.1. and B.2.
  - D. Per Diem
    1. Reimbursement for meals and lodging incurred while away from the employee's regular work station will be calculated on a per diem basis.
    2. The per diem rate will be established by contract or annually by the Board, as appropriate. Any deviations from this rate will require prior administrative approval.
    3. An employee must be away from the work station for a period of 10 hours or more before eligible for per diem.
    4. After the expiration of the initial 10-hour period, per diem will be prorated in increments of six hours.
    5. To receive the full-day per diem rate, a lodging receipt must be documented in the request for reimbursement.

E. Travel by Private Vehicle - Local Use

1. The traveler may occasionally find it necessary to use his/her private vehicle while on district business. Such use should occur only with the knowledge and consent of the traveler's immediate supervisor.
2. Each employee is responsible for transportation once each duty day from home to place of work and home. Mileage reimbursement will be provided for other approved travel to cover activities which are a part of the employee's designated responsibilities.
3. Reimbursement rate per mile covers all costs of operating a vehicle. Additional operating expenses cannot be claimed.

F. Travel by Private Vehicle Out-of-District or Out-of-State

1. Travel in a private vehicle will be reimbursed at the current rate per mile established by the district or collective bargaining agreement as applicable.
2. If a route other than the shortest one is taken, an explanation must be made.
3. Justification for use of a private vehicle for out-of-state travel shall be based on the following:
  - a. When the destination is not conveniently accessible by plane;
  - b. When various points must be visited and plane schedules are inconvenient;
  - c. When articles must be carried, and to take them by air would not be feasible;
  - d. Traveler's inconvenience.
4. There is often a misunderstanding about allowable travel charges when an employee drives his/her vehicle for the employee's own convenience. Transportation will be reimbursed at current rate per mile or plane fare (less than first class), plus usual cab fare, whichever is less. Hotel, meals, cab and other charges will be reimbursed, using as a basis the time which the traveler would have been gone had he/she used air transportation. Extra costs must be paid by the traveler.
5. In case a private vehicle is used from home, to or from airport or railroad station, mileage for one round trip and parking will be reimbursed.

G. Insurance Coverage

1. Insurance costs are included as part of the mileage allowance. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance. The traveler will sign a statement, prior to travel, that absolves the district of liability for the failure to have the necessary insurance coverage.
2. The responsibility of the district for damages resulting from vehicle accidents is not the same as set forth in the district's general liability insurance policy. The employee's insurance coverage provides primary coverage when the employee is driving his/her own vehicle on district authorized business. All persons operating their private vehicles on district-authorized business must carry insurance in the amounts set forth in Item 3.

3. District employees are required to carry the insurance listed below with the following limits:

|                            |  |
|----------------------------|--|
| Bodily injury              | \$25,000 per person<br>\$50,000 per accident |
| Property damage            | \$10,000 per accident                        |
| Uninsured motorist         | \$25,000 per person<br>\$50,000 per accident |
| Personal injury protection | \$10,000 per accident                        |

#### H. Accidents Involving Private Vehicles

1. Should an employee become involved in an accident while using his/her private vehicle on district-authorized business, local or state police should be notified as provided by law. The business office should also be notified immediately.

#### I. Combining Official and Vacation Travel (The following applies to employees who wish to take vacation or other personal leave while on official travel.)

1. All time away from work caused by traveling by less than the most expeditious means available (for example, going by route other than direct route or travel by vehicle when air would be faster) must be charged to vacation or other appropriate leave, unless otherwise authorized for medical reasons and approved by the superintendent.
2. If the employee travels for vacation purposes to any point he/she would not have visited for business, the employee must pay the difference in transportation costs, i.e., the actual fare minus the “basic transportation cost,” defined as the amount the transportation would have cost using the most direct route, and without unnecessary stop-overs en route.
3. All subsistence and local transportation (taxi, vehicle fare, etc.) while on vacation time is paid by the traveler.
4. The traveler need not pay any of the basic transportation costs as defined in I.2. above, even though he/she spends a substantial part of the total time away from home on vacation, provided the traveler was directed in advance by the district to make the business trip. A traveler who decides on his/her own to make a district business call while on vacation cannot then use this as justification to have the district pay his/her basic transportation cost from the district to the location visited.

#### III. Use of Rental Vehicles

- A. Rental vehicles should be used only when their use will effect a savings or otherwise be more advantageous to the district, or when the use of other transportation is not feasible.

- B. Rental of a compact vehicle is recommended when suitable for district business because of a lower initial rate.
- C. Rental vehicles 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 personal responsibility of the traveler.

IV. Meal Conference and/or Business Entertainment Expenses

- A. Justifiable and reasonable expenses incurred for entertaining individuals or groups on behalf of the district will be reimbursed. Such expenditures, which require the approval of the superintendent, include cost of entertaining official visitors, luncheon and dinner conferences, employee's meetings, etc. These expenditures are to be identified on the Travel Expense Report giving reasons for the expenditures.
- B. Reimbursement of expenses for activities related to associations of collective bargaining units are not authorized except as provided by collective bargaining agreements.

V. Travel and Other Expenses Paid by Others

- A. When the out-of-district travel request form is approved, travel advances will be made when estimated costs exceed \$50.
- B. Only one cash advance may be outstanding to any employee at any time.
- C. If a travel advance has been requested but not received, and the starting or ending date of the trip is changed or a trip is canceled, the employee is responsible for notifying the business office by phone and follow-up memorandum, so that pending files may be updated.
- D. If a trip is canceled after an advance and/or tickets are received, the tickets and the advance shall be returned to the business office immediately.