

Expense Reimbursement

1. 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 employee or Board member may travel safely and comfortably, but not extravagantly. The employee or Board member will always consider cost when making lodging and rental car selections.

2. Travel Approval
 - a. All travel must be approved on the Pre-Professional Leave Request in advance by the administrator overseeing the school or department.
 - b. Superintendent approval is required on all out-of-state travel.
 - c. Lodging
 - (1) All lodging must have the approving signature of an administrator overseeing the school, department or level of the staff member.
 - (2) The cost of lodging will take into account many factors including proximity to the event, safety and overall conference or event goals with the overall factor being cost efficiencies for the district.
 - (3) The district highly encourages the stay by two people per hotel room when suitable.
 - d. Meal per Diem (Only per diem rates will be used for reimbursement of all district paid meals)
 - (1) Reimbursement for meals incurred while traveling overnight will be calculated on a per diem basis.
 - (2) If the employee or Board member is not traveling overnight, meal per diem will not be granted unless approved through the superintendent on a case-by-case basis.
 - (3) Meals that are provided (e.g., at a conference) will be subtracted from the daily per diem.

The following percentages shall be used:

- (a) Breakfast equals 25 percent of the allowed daily meal per diem.
 - (b) Lunch equals 25 percent of the allowed daily meal per diem.
 - (c) Dinner equals 50 percent of the allowed daily mail per diem.
- (4) Meal per diem for the initial day of travel and final day of travel will be based on the following schedule based on departure and arrival times. The following is the percentage of per diem for travel days:

Initial Day of Travel – Leave:			
Prior to 6:00 a.m.	6:00 a.m. to Noon	12:01 p.m. to 6:00 p.m.	After 6:00 p.m.
100%	75%	50%	25%
Final Day of Travel – Return:			
Prior to 6:00 a.m.	6:00 a.m. to Noon	12:01 p.m. to 6:00 p.m.	After 6:00 p.m.
25%	50%	75%	100%

- (5) The per diem rates will be the federally published per diem (M&IE) rates found at the following website: www.gsa.gov/perdiem.
 - (6) With appropriate paperwork, the staff member may ask for the meal per diem in advance of their travel (refer to Pre-Professional Leave Request Form).
 - (7) Receipts are not required since meal per diem is provided.
 - (8) Per diem is only allowed for meals that are not paid by the district elsewhere (i.e., included in conference registration).
 - (9) If per diem was not requested before professional development travel, submit the Post-Professional Leave & Reimbursement form to accounts payable.
- e. Travel by Personal Car - Local Use
- (1) Travelers may occasionally find it necessary to use their private automobiles while on district business. Such use should occur only with the knowledge and consent of the traveler's immediate supervisor.
 - (2) No mileage reimbursement will be allowed for commuting miles, which are miles from home to work and work to home.
 - (3) Reimbursement rate per mile covers all costs of operating a car. Additional operating expenses cannot be claimed.
 - (4) Mileage reimbursement at the IRS rate cannot be claimed by those employees or Board members that also receive a mileage stipend.
 - (5) For reimbursement of mileage, use the Business Mileage Reimbursement form. This form must be submitted to accounts payable no less than on a quarterly basis.
- f. Travel by Personal Car Out-of-District or Out-of-State
- (1) Travel in a personal car will be reimbursed at the standard mileage rate set by the Internal Revenue Service.
 - (2) If a route other than the shortest one is taken, an explanation must be made.
 - (3) Justification for use of personal car 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) Allowable travel charges when employees or Board members drive their cars for their own convenience. The district will pay for transportation at current rate per mile or plane fare (coach seat) plus usual cab fare or required vehicle rental, whichever is less. Hotel, meals, per diem, cab and other charges will be reimbursed, using as a basis the time the traveler would have been gone had they used air transportation.
- (5) In case a private car is used from home to or from an 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.
- (2) All persons operating their private vehicles on behalf of the district must carry personal liability and property damage insurance in the amounts set forth in Item 3.
- (3) District employees or Board members are required to carry the insurance listed below with the following minimum limits.
 - (a) Personal liability \$100,000 per person; \$300,000 per accident;
 - (b) Property damage \$20,000 per accident;
 - (c) Uninsured motorist \$50,000 per accident;
 - (d) Personal injury liability \$50,000 per accident.

h. Accidents Involving Private Cars

Should an employee or Board member become involved in an accident while using their personal car on district business, local or state police should be notified as provided by law.

i. Combining Official and Vacation Travel

The following applies to employees or Board members 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 (e.g., going by a route other than a direct route or travel by car when air would be faster) must be charged to the appropriate leave, unless otherwise authorized for medical reasons and approved by the superintendent or designee.
- (2) If the employee or Board member travels for vacation purposes to any point they would not have visited for business, they must pay the difference in transportation cost, i.e., the actual fare minus the "basic transportation cost," defined as the amount the transportation would have cost using the most direct route, without unnecessary stopovers en route.
- (3) All subsistence and local transportation (i.e., taxi, car 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 #1 and #2 above, even though they spend a substantial part of the total time away from home on vacation, provided they were directed in advance by the district to make the business trip).

3. Use of Rental Car

- a. 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.
- b. Traveler will rent an automobile that is the lowest cost to the district while suitable for their travel needs.
- c. 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.

4. 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 to the district. Such expenditures, which require the approval of the school or site administrator, include cost of entertaining official visitors, luncheon and dinner conferences, employee or Board meetings, etc. Itemized receipts are required for reimbursement. The purpose of the expense and attendees shall be identified on the receipt or through a meeting agenda. No alcoholic beverages are available for reimbursement.
- b. Reimbursement of expenses for activities related to associations of collective bargaining units are not authorized except as provided by negotiated agreements.