

La Grande School District 1

Code: **DLC-AR**
Adopted: 3/12/06
Readopted: 3/14/07; 4/30/08; 2/09/11
Orig. Code(s): DLC-AR

Staff Expense Reimbursement

Staff Travel

1. Meals and Lodging
 - a. Reimbursement for meals will be on a per diem basis.
 - b. The per diem rate will be established by the contract.
 - c. Lodging will be reimbursed for employees only with receipt. Rooms occupied with nonemployees will be reimbursed at the single room rate or pro-rated if the other party(ies) receives reimbursement.
 - d. Two people per room required, when two or more people (same gender) are traveling together.
 - e. Employees, who choose not to share a room for any reason, will be invoiced for half of the single room cost.
 - f. The district will reimburse the traveler for incidental costs required while traveling; such as cab fare, parking, business-required phone calls, etc.
2. Travel in a personal car will be reimbursed at the federal approved rate per mile.
 - a. Full mileage for one car per three travelers (applies to groups of three or more).
 - b. Employees that choose not to ride in the designated car for any reason, no mileage will be paid.
3. If a route other than the shortest one is taken, it must be pre-approved for reimbursement.
4. Insurance Coverage
 - a. Insurance costs are included as part of the mileage allowance. It is the responsibility of the owner or driver of the car to be certain that the car is adequately covered by insurance.
 - b. The responsibility of the district and its employees for damages resulting from automobile accidents is not the same as set forth in the district's general liability insurance policy. The insurance coverage available to the employee is primary to protect both the district and the employee, but only while the automobile is being used on behalf of the district or within the scope of the employee for both the employee and the district. As a policy matter, all persons operating their private vehicles on behalf of the district must carry personal liability and property damage in the amounts set forth in item c.
 - c. District employees are required to carry the insurance listed below with the following limits.

Personal Liability	\$100,000 per person \$300,000 per accident
Property damage	\$25,000 per accident
Uninsured motorist	\$50,000 per accident
Personal injury protection	\$15,000 per accident

5. Accidents Involving Private Cars

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

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

- a. 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 car 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.
- b. If the employee travels for vacation purposes to any point he/she would not have visited for business, he/she 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 stopovers en route.
- c. All subsistence and local transportation (taxi, car fare, etc.) while on vacation time is paid by the traveler.
- d. The traveler need not pay any of the basic transportation costs (as defined in 6. b. above, even though he/she spends a substantial part of the total time away from home on vacation, provided he/she 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 use this as justification to have the district pay his/her basic transportation cost from the district to the location visited.

7. Meal Conference and/or Business Entertainment Expenses

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 meetings, etc. These expenditures are to be identified on the requisition giving reasons for the expenditures.

8. Travel and Other Expenses Paid by Others

- a. If the starting or ending date of the trip is changed or a trip is cancelled, please notify the business office by phone and follow-up memorandum so that files may be updated.
- b. If a trip is cancelled after check and/or tickets are received, tickets and/or check must be returned to the business manager.

9. LEA Staff Development Requests

Principal approval designates that an employee is authorized to be out of the building on the requested date(s) and that the conference is related to job description guidelines.