

Multnomah Education Service District

Code: **DLC-AR**
Adopted: 3/19/86
Amended: 4/1/81; 10/25/93; 7/18/95;
8/30/00; 10/10/05; 11/05/07;
2/23/09
Reviewed: 9/21/10

Travel Procedure

It is the intent that authorized travel subject to reimbursement be minimized and that employees who work under similar circumstances should be treated similarly. Accordingly:

1. The following definitions shall apply to this rule:
 - a. "Assigned office site" (AOS) means a site determined per 2a, 2b or 2c below;
 - b. "Work site" is any location at which work is performed in fulfillment of the job requirements of any employee;
 - c. "Regularly scheduled worksite" is a worksite to which the employee is ordinarily required to report each workday.

2. An AOS shall be established for mileage reimbursement purposes only for each employee per the following:
 - a. Any employee having a single regularly scheduled worksite shall have that worksite designated as his/her AOS;
 - b. Employees having more than one regularly scheduled worksite shall have either
 - (i) the Ainsworth Building, or (ii) the regularly scheduled worksite designated as the AOS by the appropriate Cabinet member as necessary to accomplish the intent of this rule;

3. Approved travel is subject to the following:
 - a. All employees are expected to furnish one round trip of home-AOS-home travel each working day;
 - b. If the employee is required to return to the AOS from home for business outside his/her normal working hours, mileage may be claimed for the second trip;
 - c. If the employee has completed the home-AOS-home round trip and then is required to travel on authorized business in addition to that, the total mileage for that additional travel is reimbursable, subject to the following:
 - (1) All mileage required by official business is reimbursable only for the actual miles traveled to and from such worksites based upon distance from the employee's AOS by the most direct, well-traveled arterial routes;

- (2) Notwithstanding item 3c, above, if the employee finds it necessary, in order to meet the above-stated intent of this rule, to go directly from home to a worksite other than the AOS or directly to home from a worksite other than the AOS rather than going by way of the AOS, then the employee may claim the total miles driven from home to the worksite less the mileage from home to the AOS and/or likewise for trips from a worksite to home.

Staff Travel - Generally

1. In-District

In-district travel is defined as travel within MESD which is necessary in the performance of the regular duties and responsibilities contained in the job description. Such travel, subject to authorization and periodic review of the immediate supervisor, is authorized without further restriction.

2. Out-of-District Travel

- a. Travel outside MESD and less than 350 miles. Such travel requires prior approval of the immediate supervisor and is determined necessary for:
 - i. Performance of the regular duties and responsibilities as contained in the job description;
 - ii. Providing representation for MESD;
 - iii. Attendance at conferences, conventions, meetings or workshops which will benefit MESD and its various functions.
- b. Travel in excess of 350 miles and within the United States. National travel requires assignment by, or prior approval of, the appropriate Cabinet member and Superintendent, and is determined as necessary for:
 - i. Providing representation for MESD;
 - ii. Attendance at conferences, conventions, meetings or workshops which will directly benefit MESD and its various functions.

Individuals will need to submit a brief rationale of the direct benefit of the travel to MESD and a plan to share information upon their return with appropriate staff. The rationale for travel and the plan should be attached to the request for travel that is submitted to the Cabinet member.

3. Travel outside the United States

Ordinarily, travel outside the United States is not authorized. Such travel requires prior approval of the Superintendent.

Staff Travel - Transportation

The mode of transportation shall be selected on the basis of minimizing the cost to MESD, with the elements of cost to include the direct costs of travel, the indirect costs of paid staff time and personal safety.

1. Travel expenses for in-district, in-state and out-of-state (but within 350 miles) will be reimbursed at the current IRS mileage rate regardless of the mode of transportation;
2. Car rental is authorized only for intermediate size or smaller vehicles and for mileage as required for business use only;
3. Airfare for out-of-state travel will be reimbursed at cost but not to exceed economy class rate;
4. Exceptions must be approved by the Cabinet members.

Staff Travel - Lodging

Expenditures for lodging shall be minimized while at the same time recognizing the need for clean, comfortable quarters.

1. Authorization to obtain lodging.
 - a. Within Multnomah, Clackamas, Washington and Clark (Washington) Counties, overnight lodging is not authorized.
 - b. Lodging outside the area is authorized if official business reasonably requires overnight lodging.
2. Authorized rate for lodging is set at Single Occupancy Rate plus tax.

Staff Travel - Meals

Expenditures for meal reimbursement shall be minimized and that all meetings scheduled by/at the discretion of staff shall reflect this intent.

1. Within Oregon
 - a. Food expenses are reimbursed at cost but not to exceed \$43 plus tax plus 15% gratuity per day. Meals which are a part of a conference or program will be reimbursed at cost with individual meal rates applying for the remaining meals.
 - b. Where less than full day reimbursement for individual meals is authorized, the following rates apply:

Breakfast:	\$8.00 + tax + 15% gratuity
Lunch:	\$10.00 + tax + 15% gratuity
Dinner:	\$25.00 + tax + 15% gratuity

2. Outside of Oregon

Food expenses are reimbursed at cost plus tax plus 15% gratuity per day but not to exceed the daily per diem rate for that destination, or city closest to the actual destination, as set by the U.S. General Services Administration.

3. Unless otherwise authorized by the Superintendent, reimbursement for individual meals within MESD is authorized only where MESD business is conducted. Board members and staff or Board members and staff with other parties conducting such MESD business are authorized for reimbursement at the above individual meal rates.

4. Alcoholic beverages are not a reimbursable expense.

5. Reimbursement for lunch expenses for guests is authorized only when:

- a. Such guests shall have performed some service for MESD for which no other compensation is planned. (Representatives of profit making companies who are "showing their wares" are not deemed to be performing a service for MESD.);
- b. Such guest shall have been scheduled by MESD for the appointment and which appointment unavoidably extends into the lunch hour;
- c. Staff intending to host guests under this policy shall have received prior approval of the Cabinet member involved.