

Staff Expense Reimbursement

The following regulations establish the conditions and procedures for authorization and reimbursement for out-of-pocket expenses incurred by district personnel and officials while traveling on authorized district business.

Travel by Personal Automobile

1. Approval Requirements

Employees are responsible for commuting between their personal residence and their assigned work site each duty day.

2. Reimbursement Procedures

- a. When a personal automobile is used for district travel, reimbursement shall be at the current rate per mile authorized by the Internal Revenue Service. To receive reimbursement, employees are required to submit to their immediate supervisor a mileage reimbursement form listing by date the destination, purpose and miles traveled.
- b. Reimbursement rate per mile covers all costs of operating a car. Additional operating expenses cannot be claimed. Insurance costs are included as part of the mileage reimbursement rate. It is the responsibility of the owner or driver of the car to be certain that the car is covered by insurance. If an employee is involved in an accident while on approved district business and using their own personal vehicle, they should notify their personal auto insurance carrier as required under the conditions of their individual policies.

Out-of-District Travel

1. Definitions:

- a. Travel expenses include transportation, meals and lodging and other reimbursable travel expenses.
- b. Federal Per Diem Rates - includes separate rates for lodging and for meals and incidental expenses (M&IE). Per diem rates are published on U.S. General Service Administration website at www.gsa.gov.
- c. Meals and incidental expenses - includes meals, tips and fees for food and luggage-handling services.
- d. Transportation expenses - includes airfare, train, bus, shuttle, taxi fares, mileage expense, tolls and parking fees.

- e. Lodging expenses - includes the cost for hotel, motel or similar establishment for authorized overnight travel. Employees or school officials will not receive any reimbursement in lieu of lodging for staying with a family or friend.
- f. Other reimbursable travel expenses includes faxes, telephone, copy charges, room taxes and energy surcharges.
- g. Nonreimbursable personal expenses are expenses incurred while traveling that are of a personal nature such as: laundry, personal grooming supplies, entertainment, alcoholic beverages and personal telephone calls.

2. Approval Requirements

- a. All out-of-district travel within Oregon and Washington must be approved by the immediate supervisor. Pre-approval is required before registering for a workshop/conference and making travel arrangements. Employees are required to submit a Professional Development Request Form to their immediate supervisor.
- b. All travel outside of Oregon and Washington must be also approved by the superintendent.

3. Reimbursement Procedures

Pre-approval is required before registering for a workshop/conference and making traveling arrangements. Employees are required to submit a Professional Development Request Form to their immediate supervisor. Requests must be submitted with adequate notice in order to receive early registration discounts and provide time for district personnel to make reservations with adequate lead time.

4. Transportation

- a. The mode of transportation shall be selected on the basis of minimizing the cost to the district. If an employee or school official chooses an alternative travel method that is more expensive or adds travel costs to combine personal (vacation) travel with business, the district will only pay the cost of the most economical option.
- b. Airfare will be booked at the economy class rate. All airfare will be arranged by the district office travel coordinator unless otherwise approved by the superintendent. Employees are not allowed to book airfare on their personal credit cards that provide cash reward points or air miles. Airfare pre-approved to be arranged by other than the district office travel coordinator will be limited to reimbursement at the economy rate class.
- c. Car rental is strongly discouraged and will only be authorized if other more cost effective means are not available (e.g., shuttles, taxis, etc.).

5. Lodging

Expenditures for lodging is authorized for attendance at approved conference and other approved out-of-district business trips when daily travel to and from the employee's personal residence is inappropriate.