

## **Staff Expense Reimbursement**

Expense reimbursement for staff traveling on approved district business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for district business purposes and directly attributable to it will be reimbursed. As used in this regulation an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct district business.

### **District Travel – Use of Private Vehicles**

Private vehicles may be used in conducting district business only with prior building principal approval. District travel approval may be granted by the building principal for individual trips or by blanket approval, as deemed appropriate.

### **Out-of-State Travel**

Out-of-state travel requires prior building principal approval.

### **Insurance Coverage**

1. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct district business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.
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 approved district business.
3. All district employees operating private vehicles on approved district business are required to complete and maintain on file with the district verification of vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required annually. Employees are required to update their verification of vehicle liability information maintained on file with the district upon **any** change in the employee’s vehicle insurance coverage.

### **Meals and Meetings**

1. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the district. See **Expense Reimbursement Request and Accounting Procedures** below.

2. Expenses in excess of the district's established limit are ordinarily the responsibility of the employee and may be reimbursed only with superintendent approval. Receipts for all meal expenses must be secured and attached to the claim unless using the per diem allocation.

### **Travel Advances**

1. A travel advance may be requested when the estimated cost for meals, lodging, etc., exceeds \$100. The travel advance may be requested by completing the form provided by the district.
2. In the event of loss, the employee is personally responsible for cash advances issued and for any third party use of a district-provided credit card. Appeals may be made to the superintendent due to mitigating circumstances.
3. At least 15 working days are required for processing an advance check after the approved request is received by the business office.
4. Only one cash advance may be outstanding to any employee at any time.

### **Reservations, Commercial Carrier and Lodging**

1. Travel must be conducted in the most cost-effective manner, as determined by the district.
2. Individuals traveling on approved district business by a carrier offering travel credits (i.e., frequent flyer mileage, etc.) are required to account for credits received and may use the credits for future approved district travel purposes only.

### **Vehicle Rentals**

1. Rental vehicles may be used only when use will effect a savings or otherwise be more advantageous to the district or when the use of other transportation is not feasible.
2. Rental vehicles will 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.
3. Employees will be informed if the district carries the rental car endorsement as part of its insurance coverage. In the event the district does not carry the rental car endorsement the employee will be authorized to purchase insurance coverage from the rental agency.

### **Cancelled Trips**

1. If an employee cannot leave at the scheduled time, it is his/her responsibility to call the travel agency or carrier and arrange to have the tickets cancelled or exchanged.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.

3. Lodging reservations must be cancelled by the employee as soon as possible to avoid a cancellation charge.
4. If an employee does not cancel a trip as specified above (in numbers 1-3) and does not attend then he/she will be financially responsible for reimbursed and non-reimbursed cost. Appeals can be made to the superintendent if mitigating circumstances exists.
5. If a trip is cancelled after an advance and/or tickets have been issued, the advance and tickets must be returned to the business office immediately.

### **Personal Travel Combined with District Business Travel**

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved district business travel and the individual is traveling by less than a cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by traveling in conjunction with personal travel must be charged to vacation or other appropriate leave.

### **Expense Reimbursement Request and Accounting Procedures**

1. Reimbursement requests detailing actual expenditures or when requesting per diem must be submitted on the district's travel expense form and approved by the building principal in writing. Receipts and supporting documentation must accompany all expense reimbursement requests except per diem allocations. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the district office within 10 working days of the conclusion of the trip.
  - a. If the completed travel expense report totals less than the travel advance, the difference must be returned within 10 working days to the business office with the report.
  - b. Reimbursement for expenditures in excess of a travel advance, or where no travel advance has been requested, will be made within 30 working days after the approved travel expense report is received by the business office.
2. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.
3. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than 30 calendar days of incurring the expense. Reimbursement claims later than 30 calendar days of the expense will be denied.

4. Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate per mile established by the district, collective bargaining agreement or Internal Revenue Service (IRS), as applicable.

### **Reimbursable Expense Limitations**

1. Meal expenses may be reimbursed subject to the following limitations:

Allowance:	Breakfast	\$ 10
	Lunch	\$ 15
	Dinner	\$ 25
2. Gratuities must not exceed 15 percent and must be included as a part of the receipt. Gratuities in excess of 15 percent are the responsibility of the employee and will not be reimbursed by the district.
3. Other expenses such as toll charges and parking fees may be reimbursed if length of trip or circumstances demand. Receipts are required.
4. Mileage reimbursement for actual miles traveled on district business, may be approved subject to the following limitations:
  - a. In-district mileage reimbursement will not be granted to an employee;
  - b. Reimbursement will be made only for those miles actually traveled in the course of completing approved district business;
  - c. Group travel may be requested on one travel request form for a group traveling together as long as advance and reimbursement is payable to one person who has complete responsibility for reporting expenses;
  - d. In the event a private vehicle is approved for use from home, to or from airport or railroad station, mileage for one round trip and economy parking will be reimbursed. Parking receipts are required; and
  - e. Individuals requesting reimbursement for use of a private vehicle on approved district business must meet insurance requirements. See **Insurance Coverage** above.
5. Lodging will be reimbursed at reasonable commercial rates.
6. Local taxi, shuttle, bus fares and vehicle rentals may be reimbursed, subject to the district's requirement that travel selected is in a, cost-effective manner, as determined by the district.