

Expense Reimbursements

Reason for Administrative Rule

This administrative rule (AR) provides standards that ensure safe and economical district travel while maintaining the necessary controls, accountability, compliance with applicable federal and state laws and administrative efficiency.

This AR is intended to ensure compliance with the accountable plan rules of the Internal Revenue Service (IRS) and the U.S. Treasury Department.

Lodging

Travelers are expected to choose lodging that meets the traveler's schedule and district needs. Receipts are required for all lodging.

Non-Conference Lodging: The district will reimburse travelers for actual expenses of the lodging rate for the destination city, as referenced on the U.S. Government General Services Administration (GSA) website. In situations where a non-conference lodging rate falls outside of the district guidelines, the traveler must obtain pre-approval from the appropriate authorized approver. If the traveler does not obtain prior approval, the authorized approver may deduct the overage from the reimbursement request.

Conference Lodging: The lodging rate limit does not apply to conference travel, where the traveler is paying a pre-negotiated rate offered by the conference. In cases where conference facilities are completely booked, travelers should obtain lodging based on the non-conference guidelines provided above.

Meals and Incidental Expenses (M&IE)

Employees in travel status on district business are reimbursed up to the per diem rate for travel related meal expenses for their travel destination. Receipts are not required (under any circumstances) for reimbursement of travel meals using per diem rates.

The M&IE rates include:

- Meals, non-alcoholic drinks, tax and tip.
- Incidentals, e.g., baggage carries, bellhops and hotel maids.

Travelers will not be reimbursed for:

- Meal expenses exceeding the maximum meal rate for their destination city;
- Any portion of the per diem that covers meals which are also provided as part of the conference fees, unless there is a business or health reason for an alternate meal;
- Any portion of the per diem that is being reimbursed as a part of a hospitality meal;

- Meals for another individual, whether or not the individual is a district employee; or
- Non-district related travel expenses.

A non-sit down continental breakfast provided at a conference is not considered a meal.

First and Last Day of Travel

Per diem will be provided for meals missed due to travel. For example if a traveler leaves at 3:00 p.m. they will receive per diem only for dinner.

Meals - Conferences

The district does not reimburse meals included with a conference registration fee. If a conference registration fee includes meals then the district reimburses only the meals where the traveler incurred an expense.

Incidentals

Employees may include the daily incidental amount when determining the maximum M&IE rates. Gratuities for baggage carriers, porters, hotel staff (bellhops and house cleaners), are included in the daily incidental amount.

Travelers may request reimbursement for laundry for domestic travel lasting seven (7) or more consecutive days.

Bus Driver Activity/Athletic Trip Meal Reimbursement

In order for the bus driver of an activity/athletic trip to qualify for meal reimbursement, the Activity/Athletic trips must satisfy both of the following conditions:

1. Activity/Athletic trips must exceed four hours in duration, measured beginning from the time of departure from the district bus garage to time of return to that point; and
2. Activity/Athletic trips must include the “lunch hour”, i.e. begin at or prior to 11:00 a.m. and conclude no earlier than 2:00 p.m. or the “dinner hour”, i.e. begin at or prior to 4:30 p.m. and conclude no earlier than 7:00 p.m. Therefore, activity/athletic trips which return to the district prior to 7:00 p.m. and rooster bus trips which depart after 5:00 p.m. will not qualify for meal reimbursement.

The maximum amount to be reimbursed per meal for bus drivers on activity/athletic trips will be the standard Meal Expense rate as set for Oregon by the GSA.

In order for the meal reimbursement to be processed the following must be submitted to the support services administrative assistant:

1. The district mileage and travel reimbursement form completed with the following information: date of trip, destination and amount of requested reimbursement.

2. Original itemized receipts attached to form. Receipts must list ordered items or reimbursement will not be approved.

All reimbursement requests under \$15 will be paid directly from support services petty cash. Those requests \$15 and over will be sent to the district's accounts payable department and a check will be issued.

Student/Staff Meal Expenses Incurred During Post-Season Competition Events

The district will provide payment in advance to the appropriate designated staff member/coach for meal expenses anticipated for students and staff during post-season competition events when the estimated cost exceeds \$50. Whenever possible, the utilization of one specific restaurant vendor is encouraged. Prior approval must be obtained from the athletic director and principal. The head coach or payee is responsible for obtaining receipts and completing the district's reconciliation form accounting in a timely fashion for all disbursements by amount and names of student and staff, as well as being responsible for the return of any excess funds to the appropriate staff member. Meal and lodging expenses incurred by advisors/coaching staff either during post-season competition events or assigned scouting trips shall be governed by the per diem rates set forth in these guidelines.