

Travel Expense

TRAVEL VOUCHERS

The District utilizes an Employee Expense Reimbursement voucher for requesting travel reimbursement. All fields shall be completed on the voucher in order to receive reimbursement. Each employee must submit a separate voucher. A single travel voucher will not be approved for a group of travelers except when a coach/sponsor is travelling with students. These travel procedures apply to all reimbursement requests regardless of the source of funds (general fund, federal or state grants, donations, etc.)

EXPENSE LOG

The employee is responsible for keeping a record and detailed documentation of all allowable expenses during official travel for the purpose of filing the expense reimbursement request.

REIMBURSEMENT REQUESTS

Requests for reimbursement should be submitted once each month and for each major trip. Some state and federal programs dictate monthly claims. Failure to file for reimbursement within sixty (60) days of travel may cause the claim to be disallowed. Any travel reimbursement request to be reimbursed from school activity funds shall be submitted within one (1) week of the final day of travel.

For all required supporting documents, a credit card receipt will not be sufficient documentation for reimbursement. Receipts must be detailed and itemized.

All reimbursement requests must be approved by the traveler's immediate supervisor and the Superintendent.

TRANSPORTATION

For in-district travel, worksite is defined as your assigned work location on a given day. Mileage for the use of an employee's privately owned vehicle for approved travel shall be reimbursed at the current state rate. The employee's "commute miles" (defined as Residence to Worksite and/or Worksite to Residence) shall not be reimbursed.

The employee's Worksite shall be the point of origin for computation of mileage unless the employee begins or ends the trip at his/her Residence and the Residence is closer than the employee's Worksite to and from the destination. In no event shall the Board reimburse an employee for mileage in excess of the distance from the employee's Worksite to and from the destination.

Mileage shall be calculated and supported by ~~Mapquest, Google Maps, or an equivalent website or application~~ and shall be attached to the voucher. All travel shall be reimbursed based on the most direct route.

Gasoline and oil purchased and placed in a Board owned vehicle by an employee while on approved travel status is reimbursable. All purchases must be substantiated by an itemized receipt.

All tolls and parking fees incurred in school related travel are reimbursable. All fees paid must be substantiated by receipts.

Travel Expense**TRANSPORTATION (CONTINUED)**

Car rental expenses, including gasoline, will be reimbursed when approved in writing by the Superintendent prior to the travel. In general, approval will only be given when there is evidence that car rental will be less expensive than other means of transportation. Charges must be substantiated by a receipt. Gasoline charges from the car rental company are not reimbursable unless the price per gallon charged by the rental car company is less than the price at the pump.

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.) are reimbursable when substantiated by receipts. Flight insurance cost is not reimbursable.

Luggage charges are reimbursable subject to the following limits: For a trip of fewer than seven (7) calendar days, the employee may be reimbursed the carrier's normal charge for one (1) piece of luggage. For a trip of seven (7) or more calendar days, the employee may be reimbursed the carrier's normal charge for two (2) pieces of luggage. All charges must be substantiated by a receipt.

MEALS

An employee whose authorized travel requires an overnight stay shall be paid a per-meal allowance at a daily rate not to exceed \$45 (including sales tax) and shall be limited as follows:

Breakfast: \$10 Lunch: \$15 Dinner: \$20

The Board will not pay for or reimburse charges for alcoholic beverages and meal tips.

LODGING

It is the responsibility of the employee to choose a reasonably priced hotel/motel. Use of government rates, if available, is encouraged. Hotel/motel charges incurred while on approved travel, substantiated by an itemized receipt in the traveler's name, are reimbursable subject to the following:

- Lodging accommodations shared with non-board employees shall be reimbursed at the single room rate.
- Movies, telephone calls, and other personal expenses must be paid directly to the hotel/motel by the employee and may not be claimed for reimbursement.

REGISTRATION

Upon approval by the immediate supervisor, supported by a receipt, District personnel may be reimbursed for registration and/or attendance fees at conference/training or seminars. A registration form is inadequate for reimbursement; the traveler must prove he/she paid the registration fee directly.

EMERGENCY REPAIR TO BOARD VEHICLES

Reimbursement will be made for emergency repairs or road service to Board vehicles if incapacitated while out-of-district. However, drivers may not obligate the Board for major repairs without the permission of the Transportation Coordinator, or the Superintendent.

PERSONNEL

03.125 AP.21
(CONTINUED)

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FAMILY TRAVEL

Reimbursement for an employee traveling with family shall be at an amount no greater than if the employee had traveled alone.

EXTRA DAYS

An employee may request or be requested to depart from home earlier or delay return home to allow the District to take advantage of discounts on airline fares. In these cases, meals and lodging shall be reimbursed for the extra time the employee is traveling in the interest of District travel economy.