



## Travel Related Expense Guidelines

Expenses which are incurred by staff members as a result of authorized travel in and outside of the district will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business. All requests need to be submitted within 60 days after the date of the expense/trip.

### Lodging

Administrators will work with their Administrative Assistant to reserve accommodations aligned with the conference negotiated rate and tax exempt opportunities using their Purchasing Card, while all non-administrative staff would arrange lodging through their supervisor.

If a negotiated rate is not possible, the administrator will work with the Business Office to find and approve appropriate lodging. Approval must be provided before booking any reservations.

### Authorization

Travel within or outside the district, including overnight stays, is to be authorized by the employee's supervisor. If authorization is not provided prior to incurring expenses, the administrator may be responsible for the associated costs.

### Procedure

- A. Travel should be by the most direct and economical route.
- B. For official travel other than by automobile, tickets may be purchased by the district in advance, upon request of the individual involved.
- C. In all instances of travel reimbursement, full itemization and receipts of expenditures are required.
- D. Any expenditures not addressed in this policy will be the responsibility of the employee to pay for.

### Reimbursement

- A. Mileage reimbursement will be at the IRS established rates. Mileage will be determined from the claimants home school taking the shortest route to the destination. Requests for reimbursement will be submitted by a [Request for Reimbursement](#) form.
- B. Fees or rideshare fares from terminal to conference destination and back to terminal is allowable with receipt. Mileage to and from the terminal and parking are reimbursable

expenses; alternative procedures, such as airport lodging and included parking, if necessary, is allowable.

Reimbursement for reasonable charges for tolls, parking and taxi/rideshare will be made upon presentation of itemized receipts.

- C. Lodging for destinations greater than 60 miles from the employee's home school will be reimbursed at the conference negotiated rate, if applicable. All claims must be supported by an itemized receipt which includes exempt taxes.
- D. Meals will be reimbursed, only as part of an overnight stay, at a rate in accordance with district practices, not to exceed \$50 per day with allowance for separate meals as follows:

**Breakfast** \$10.00 Allowable when departing prior to 6:00 a.m.

**Lunch** \$15.00 Allowable when departing prior to 10:30 a.m. and returning after 2:30 p.m.

**Dinner** \$25.00 Allowable when departing prior to 4:30 p.m. and returning after 7:00 p.m.

All meal allowance may include a tip, not to exceed twenty percent (20%). If meals are included in the conference registration fee or free with stay, the \$50/day allowance is reduced by the designated meal allowance amount. All receipts must be itemized; no exceptions. Anything exceeding this amount would be the responsibility of the employee. This includes meals purchased with a district credit card.

- E. Registration fees are reimbursable. When attending a conference without a membership, the district will pay the lower amount of securing a membership and paying registration or paying the non-membership rate; whichever is less.
- F. Sales tax on an out-of-state expense is reimbursable. Receipts must accompany the Request for Reimbursement form.
- G. All reimbursed costs must be associated with the conference or event that the employee is attending.

### **Claim Forms**

All reimbursements must be submitted via a Request for Reimbursement form found on the district website. Reimbursements will be made after travel has occurred. Expenditures without itemized receipts will not be reimbursed.

### **Expenses Not Reimbursable:**

The following expenses are not allowable for reimbursement:

- A. Sales tax.
- B. Lost/stolen cash or personal property.

- C. Entertainment of any kind, will not be reimbursed by the district.
- D. Alcoholic beverages.
- E. Traffic or parking fines.
- F. Air travel under 300 miles.
- G. Travel to other destinations from the meeting site for personal purposes.
- H. Avoidable expenses for non-business-related activities such as sightseeing, receptions, etc.
- I. Expenses due to the inclusion of a guest. If the traveler shares a room with a guest, and the amount exceeds the negotiated rate, or the lowest room rate amount, the employee would reimburse the district the difference of the cost.
- J. Expenses incurred by non-employees.
- K. Additional charges incurred for personal reasons.
- L. Overnight accommodations less than 60 miles from the employee's home school.
- M. Cancellation charges (unless justified as determined by the Chief Executive Officer).
- N. Additional charges for late checkout or neglecting to cancel a guaranteed reservation (unless justified as determined by the Chief Executive Officer).
- O. Flight insurance.
- P. Airline baggage fees for more than one (1) piece of luggage that is considered to be over the weight limit.