

## Travel Expenses

In accordance with Board Policy 3350, members of the Governing Board, employees of the District, students, and District residents may be authorized to attend conferences, workshops, seminars, or other meetings serving educational purposes or being of benefit to the District.

### Travel Request

It is the district's intent to approve request to attend authorized meetings or conferences relating specifically to the employee's job description when attendance will enhance the employee's job knowledge and/or job performance. All travel requests and reimbursements shall be made in the employee's legal name as shown in the district's official payroll records.

All travel request shall be as follows:

1. Within the budgeted amount and within the appropriate budget category and/or funding source pertaining to the requested travel. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee, if he/she determines the travel is essential and that resources may be obtained or redirected for this purpose.
2. Recommended for approval by the employee's immediate supervisor and approved by the Superintendent or designee in advance of the travel.

### Mileage Reimbursement

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall use the then-current Internal Revenue Service standard mileage rate for business to calculate per-mile mileage reimbursement.

### Travel Reimbursement

To be eligible for travel reimbursement, a Request for Authorization for Travel/Conference Attendance Form shall be properly completed and submitted for approval no less than 15 business days before departure. Travel expenses shall only be reimbursed if the travel has been properly approved.

Travel reimbursement may not be claimed for additional expenses that anse from the coordination of employee vacation/leave with official district business travel.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

## **Lodging**

In the case of a conference, reimbursable lodging shall not exceed the single occupancy rate offered by the conference's headquarter hotel.

In all other cases, reimbursable lodging shall be based on single occupancy rate for a standard hotel room.

Suites and other larger room facilities are generally not reimbursable. A single suite or adjoining room for small group gathering or seating may be reimbursable when a group of eight (8) or more district employees are traveling together at a conference and require a common meeting or gathering point to facilitate communication and activities associated with the conference.

An itemized receipt from the hotel is required for reimbursement.

## **Meals**

Meals may be reimbursed when travel precludes eating at home even if the travel is less than a full 24-hour period. The maximum per meal reimbursement rates, including sales tax and a reasonable gratuity no more than eighteen percent, are as follows:

Breakfast: \$15, Lunch: \$20, Dinner: \$25 (maximum daily rate: \$60)

Meal reimbursement shall be limited to the actual cost, and shall not exceed the maximum daily rate. Individual meal claims exceeding the meal-specific reimbursement rates, but not exceeding the maximum daily rate, may be authorized by the Superintendent or designee based on location and other cost factor considerations.

Meal reimbursement may not be claimed if meals are provided as part of a conference fee. In such circumstances, if the employee elects to have a meal outside of the conference provisions, the cost is the responsibility of the employee and is not reimbursable.

Meals claimed for reimbursements shall not contain charges for alcoholic beverages. An itemized receipt, sufficient to determine actual cost and lack of inappropriate charges, is required for reimbursement. Receipts are required even when the reimbursement is capped at the maximum daily rate.

## **Other Travel Allowances**

While traveling on official district business, the expenses listed below are reimbursable at actual cost, provided an itemized receipt, sufficient to determine the actual cost and circumstances surrounding the incurred expense, is submitted:

1. Necessary taxicab, airport shuttle, or bus fares for transportation in and around the travel destination

2. Conference registration fees, excluding any portion designated as a membership fee
3. Telephone, fax, or internet services in connection with district business
4. Necessary rental car charges
5. Other justifiable expenses may be approved based on a review of special circumstances

### **Transportation by Common Carrier**

The mode of travel shall be the most reasonable means available, taking into consideration requirements and costs for lodging and employee time devoted to travel at the expense of performance of other duties.

Reimbursement shall only be made for air travel at coach rates, unless specifically authorized due to availability, pre-determined accommodation needs, or other special circumstances. Itinerary changes or fees may be reimbursed depending on the circumstances.

Itinerary changes and other changes or special circumstances encountered while in travel status shall be documented in writing and submitted with the request for reimbursement.

A receipt, including fare stub, is required for reimbursement.

### **Transportation by Private Vehicle**

Any driver and vehicle utilized shall be appropriately licensed and insured. Reimbursement shall not be made for transportation by motorcycle.

### **Travel Advances**

Travel advances are not the preferred manner of paying for travel-related expenses. However, when necessary, the Superintendent or designee may authorize an advance of funds to cover necessary expenses.

Consideration of a travel advance shall be based on the submission of a Request for Authorization for Travel/Conference Attendance Form to the Superintendent or designee describing the circumstances and the justification of the advance.

Travel advances shall be limited to no more than seventy-five (75) percent of the anticipated expenses to be borne by the employee while on travel status.

Employees receiving travel advances shall finish a completed Itemized Expense Claim Form and all relevant receipts within (10) working days from returning from the travel. If the travel advance exceeds the actual cost of travel, the employee shall provide the difference in funds in a manner acceptable to the district at the time the expense claim is submitted.

### **Promotional Items Received During Official Travel**

Transportation for official business shall not be arranged on a common carrier or lodging arranged at a specific property solely to obtain points, free tickets, or any other amenities or gifts.

Free upgrade to a higher class, airline mileage, trip accumulation programs, executive club membership, and other privileges, which can be used only by the employee may be retained by the employee and shall not be turned over to the district. Unsolicited promotional materials of nominal intrinsic value (pens, note pads, calendars, etc.) may be retained by the employee.

If the receipt of any promotional item received from official travel results in the loss of work/duty time, the employee shall either 1) report the additional time as vacation, or 2) retain use of the promotional item for future official district business by the employee.

### **Travel Approval**

Approval of all request for in-state travel and reimbursement of travel expenses shall be as follows:

1. Principal
2. Superintendent or Designee

Approval of all requests for out-of-state travel and reimbursement of travel expenses shall be as follows:

1. Principal
2. Superintendent or Designee

Approval of all requests for travel and reimbursement of travel expenses by Superintendent shall be as follows:

1. Chief Business Official

Approval of all request for travel and reimbursement of travel expenses by Board Members shall be as follows:

1. Superintendent