

331-AR. JOB RELATED TRAVEL EXPENSES

Intradistrict Travel

Use of a personal vehicle for authorized travel between schools by an employee will be reimbursed at the rate per mile approved by the Board which coincides with the IRS Mileage reimbursement rates.

Employees will complete and submit to the immediate supervisor at the end of each month the Employee's Monthly Mileage Form to receive reimbursement for intradistrict travel connected to the job description. The supervisor will approve the form and submit it to the Business Office.

District employees are not eligible for travel reimbursement for return to school for any activities beyond the school day, such as parent conference, open house, etc.

Use of a personal vehicle for special emergency purposes by an employee will be reimbursed if it is a recognized part of the employee's job responsibilities.

Attendance at Meetings/Conventions/Conferences

With the required prior approval, employees will be reimbursed for meals, including fifteen percent (15%) gratuity; tolls; and mileage, which is actual odometer readings, for attendance at meetings, conventions and conferences upon submission of the required form and receipts.

The employee shall work with the business office when making arrangements for approved attendance at meetings, conventions and conferences. Employees must go through the business office to cover all advanced expenses for registration, lodging, car rentals and ground/air travel. Employees should not use their own credit cards for these expenses.

Employees traveling for district business should exercise the same care when incurring expenses as they would when traveling on personal business. Employees are expected to be accurate when reporting expenses.

Each employee will include only their meals for reimbursement. On the return day, the meal allowance will end upon arrival at the district or employee's home. On the travel day, the meal allowance will begin upon departure from the district. Meals in lieu of meals covered by a conference registration fee will not be reimbursed. For meal reimbursement, a signed credit card receipt with the itemized bill must be submitted. Meal reimbursement is limited to the per diem allowances listed on [federalpay.org](https://www.federalpay.org).

Travel will be by the most direct and economical route. Employees should select the most efficient mode of transportation when traveling, considering the most economical use of time and district funds. The length of time involved in travel and lodging and meal expenses should be considered. Locations beyond normal driving distance, approximately 300 miles or five (5) hours, may be reached more economically by air travel.

Employees are encouraged to pool transportation with other district employees, when possible.

Procedures

1. All requests for travel to and attendance at meetings, conventions or conferences must have been budgeted in the current operating budget, although the Superintendent can exercise discretion for final approval of a proposed request outside the budget allocation.
2. The completed Meeting/Convention/Conference Request Form must be submitted to the building principal or immediate supervisor at least three (3) weeks prior to the requested date of attendance.
3. If the building principal or supervisor approves the request, they will submit the request to the Director of Business and Finance, who will ensure that the expenses for the request are covered in the budget. One (1) copy of the request is filed in the Business Office for future referral, and the original is submitted to the Superintendent for final approval.
4. The Superintendent makes the final determination of approval or denial. If the request is denied, the reasons will be noted on the form.
5. The request is returned to the employee with approval or denial noted, along with a copy of the Expenses Reimbursement Form and the Report of Conference Attendance to be completed after the employee's return.
6. The employee attends the meeting, conference or convention and keeps a copy of all receipts paid for registration, meals, lodging, tolls and mileage.
7. Within five (5) days of return, the employee completes the Report of Conference Attendance and the Expenses Reimbursement Form, attaches all receipts, and submits it to the building principal or immediate supervisor.

8. The building principal or supervisor reviews the form and submitted expenses, approves them and submits them to the Business Manager for payment.

9. The employee's expenses will be approved with the accounts payable bills for that month.

Unallowable Expenses

Listed below are examples of expenditures that are not eligible for reimbursement. This is not a complete list but can be used as a guideline when traveling:

1. Personal air travel insurance.
2. Travel, lodging, and meals for family members or friends.
3. Room or meal charges for personal stay-over.
4. Late check out charges.
5. Fines for traffic violations or parking violations.
6. Fees for traveler's checks.
7. Credit card membership fees.
8. Personal purchases, i.e., newspaper, snacks, etc.
9. Property that is lost or stolen.
10. Alcoholic beverages.
11. Entertainment.
12. Movies in hotels.
13. Tips for baggage handling or maid service.
14. Personal telephone calls.

Credit or Procurement Cards

Employees who are assigned credit or procurement cards by the district may not use such to purchase any personal items or services, even if the expenses are reimbursed to the Board.