

## **Reimbursement for Travel Expenses**

### **Purpose**

This procedure sets forth the parameters for approval of travel for district-related business, and payment and reimbursement processes for travel expenses.

### **Scope**

This policy applies to the Board of Directors, Superintendent, administrators and employees.

### **Procedure**

#### **1. TRAVEL REQUESTS**

- 1.1. Travel requests for business-related trips or professional development events and courses must be submitted to and approved by the staff member's immediate supervisor prior to submission to the Superintendent for approval as needed. Out-of-district travel must be approved by the Superintendent or designee.
- 1.2. A travel request should detail estimated expenses for mileage, meals, lodging, transportation, registration and any other permissible travel-related fees.
  - 1.2.1. When planning a trip, staff should consider all costs associated with each particular mode of travel and select the least expensive option or combination of options (for example, the cost of airfare and taxi fare verses the cost of reimbursable mileage driving a personal vehicle plus parking fees).
  - 1.2.2. The district will make arrangements for or reimburse only the most economical travel package available to the traveler.
- 1.3. The supervisor must notify the employee of the approval for travel prior to the employee proceeding with any travel arrangements and registrations. After approval is received, the employee will submit a requisition form for approval, which will be provided to the accounts payable specialist in the district business office to initiate arrangements for the trip.

#### **2. GENERAL GUIDANCE**

##### **2.1. Travel Arrangements**

- 2.1.1. All travel arrangements for a business-related trip or professional development event, including but not limited to lodging, airfare, and vehicle rentals, should be established through the district business office accounts payable specialist, who will make any necessary travel reservations, purchases or registrations through the district's accounts payable system.
- 2.1.2. Exceptions to this preferred procedure may be allowed under certain circumstances (for example, for staff who hold a district-issued purchase card making arrangements using his/her own card). If circumstances exist

that necessitate staff making travel arrangements for themselves, the staff member should confirm with the district business office in advance that his/her anticipated expenditures will be reimbursed.

- 2.1.3. When making travel arrangements on behalf of staff, the district accounts payable specialist will secure the lowest, reasonable rate for travel, lodging, and other necessary fees involved in a trip.

## 2.2. **Mileage in Personal Vehicle**

- 2.2.1. Reimbursement for travel outside of the district is allowed only with an approved travel request and when there is evidence that a district vehicle was not available for use on the day of travel.
- 2.2.2. If two or more persons will be attending the same event, plans should be made to use the minimum number of vehicles necessary to transport everyone whenever possible.
- 2.2.3. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year. A reimbursement claim and mileage report must be submitted to the district business office each month for reimbursement of mileage.

## 2.3. **Group Arrangements**

- 2.3.1. For instances when a staff member must make reservations independent of the business office for a group, individual reimbursement requests and supporting documentation will be required for each person.
  - 2.3.1.1. When two or more people share a hotel/motel room, the room will be registered to all occupants. Each person will obtain and pay a bill for his/her share of the room charge whenever possible. Individual receipts are required from each staff member who requests reimbursement from the district.
  - 2.3.1.2. If the hotel or motel will not provide individual receipts for a shared room, the person paying the bill and requesting reimbursement will note on the receipt all other staff members who shared the room.

## 3. **REIMBURSEMENT OF CLAIMS**

- 3.1. A reimbursement claim form (Form #6213F1-Reimbursement Voucher for Travel Expenses) must be submitted to the district business office within ten (10) days after the conclusion of the trip. Itemized receipts must be obtained at the point of purchase and retained for submission with the claim form.
  - 3.1.1. Original, itemized receipts are required.

- 3.1.2. For trips involving numerous costs, an itemized list of expenditures is preferred in addition to the claim form and supportive documents.
- 3.1.3. Only actual costs verified by receipts, cancelled checks, invoices and/or statements will be paid.
- 3.1.4. A trip mileage report (from Mapquest or similar service) must be submitted along with the claim form for verification of mileage traveled in a personal vehicle.

#### 4. **REIMBURSABLE EXPENSES**

4.1. Reimbursable expenses include, but not limited to, the following:

- (a) Airfare
- (b) Bus, train, subway or taxi fare
- (c) Car rental
- (d) Parking and toll fees
- (e) Mileage using a personal vehicle
- (f) Lodging (hotels, motels)
- (g) Regular meals

#### 5. **NON-REIMBURSEABLE EXPENSES**

5.1. The following expenses are not reimbursable:

- (a) Alcoholic beverages, meals or snacks other than regular meals.
- (b) Personal telephone calls, postage, and memberships.
- (c) Commuting mileage between a staff member's residence and the district for regular workdays.
- (d) Mileage for school levy promotions and other nonofficial school functions.
- (e) Entertainment fees.
- (f) Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend lodging stays or travel times to obtain rate advantages.
- (g) Expenses incurred by non-employees traveling with the staff member, including room surcharges.

#### 6. **TRAVEL EXPENSE ADVANCES**

- 6.1. A written request for a travel advance must be submitted to the district business office.
- 6.2. Travel advances will be paid in the form of an imprest check payable to the staff member. (NOTE: This is the only circumstance when an imprest check should be

used when related to staff travel. All other payments for expenses such as airline tickets, registration fees and staff expenditure reimbursements should be handled through the accounts payable process.)

- 6.3. A statement of the travel expense, including itemized original receipts, must be submitted to the district accounts payable specialist within ten (10) days following completion of the travel. If the actual expenses are less than travel advance, the staff member will reimburse the district for the difference.

**Supporting Documentation**

6213F1-Reimbursement Voucher for Travel Expenses

6213F2-P-Card Receipt Log

**Document History**

<b>Action:</b>	<b>Date:</b>
New	February 14, 2018
Revised	
Revised	
Revised	