

Travel Reimbursement Policy

1. Background:

- A. This travel policy is intended to define the manner in which travel shall be conducted for all full-time and part-time employees.
- B. Reimbursement will be for business purposes only. This includes conferences, seminars, workshops, hearings, education, conventions and business meetings which benefit the school division.
- C. Any exception to this policy shall require the authorization of the Superintendent of Schools or his designee. The School Board shall receive a quarterly report for any approvals that exceed 50% of the allowed reimbursement rates.

2. Authorization:

- A. Schools and departments shall pay for travel needs through their departmental budget.
- B. The school or department budget manager shall submit an approved purchase order along with an “Approval for Conference Travel” before travel is incurred. These forms should be submitted to finance.

3. Local Mileage Reimbursement.

- A. Employees should use school vehicles when possible by contacting the Transportation Department. Individuals normally will use their personally owned vehicle for local travel.
- B. Mileage reimbursement rates for personally owned vehicles shall be based on the most current published IRS Standard Mileage Rates.
- C. Travel reimbursement log sheets shall be turned in on January 1st of each year and at the end of the school year (no later than June 10th).

4. Meal Reimbursements.

- A. “Travel Expense Reimbursement Voucher” form must be submitted for reimbursement. Meals are reimbursed only if supporting documentation and actual itemized receipts are attached to the reimbursement form.
- B. Individuals traveling are expected to partake of the meals provided for in the cost of registration. For meals not provided for in the cost of the registration, daily, per meal maximum reimbursement rates are as follows:

Breakfast:	\$ 10.00
Lunch:	\$ 15.00
Dinner:	\$ 25.00

The above amounts include all taxes and gratuities.

- C. Meals are not reimbursable for one day trips (non-overnight travel) per IRS guidelines.
- D. Alcoholic beverages purchases are not considered a reimbursable expense.
- E. Budget Managers seeking travel reimbursement for their own travel must obtain signature approval from their supervisor prior to request for payment to the Finance Office.
- F. Superintendent or his designee is authorized to approve meal reimbursement for applicants for school applicants visiting the area in connection with their application for employment and for other out of town visitors and guests to the school division. The Superintendent may approve meal costs above the stated maximum reimbursement rates for these type individuals.

5. **Lodging.**

- A. The reimbursable cost of lodging, supported by actual receipts, shall be no greater than the room charge and applicable taxes for a single room per employee traveling. Individuals arranging lodging on behalf of the school division are required to ask for the government rate for state and local governments.
- B. Additional Internet service connection charges will be reimbursed if the traveler is using the service for the purpose of conducting school division business. These charges should be reflected on the lodging receipt.
- C. Employees may be reimbursed up to \$5.00 per day for telephone calls.
- D. Tips for valet service, guest services, parking, and in-room service tips are not reimbursable, unless billed as a portion of the lodging rate. Reimbursement of expenses will not be provided for the spouse of the employee.
- E. Any additional expenses associated with the room (i.e., room service, movies, etc.) are not reimbursable. Room service meal charges will be reimbursed at the meal reimbursement rate.

6. **Transportation.**

- A. The mode of transportation used by the traveler shall be the most cost effective for the school division.
- B. Airplane travel shall be reimbursed at the coach accommodation rate. Receipts must be submitted for reimbursement.
- C. Taxi service for transportation to/from airport terminals and parking fees are reimbursable. Receipts are required. Limousine service is not reimbursable.

Rental cars are reimbursable if deemed necessary for the travel.

- D. Out of town mileage reimbursement rates shall be based on the most current published IRS standard mileage when using personally owned vehicles.
- E. Tolls are reimbursable. Receipts should be obtained if available.
- F. If using a school division vehicle, the traveler should fill up with gasoline at The City Public Works location before departing and when returning to the City. Gasoline expenses are reimbursable if absolutely necessary while in transit and at the travelers destination. Receipts are required.

7. **Registration.**

All registration fees for attending the conference or seminar are reimbursable with a receipt. Request for Pre-payment of registration fees is authorized only if the conference agency requires a pre-payment. This should be submitted on a purchase order to the Finance Department at least three weeks in advance of the due date in order to allow for check processing and mail delivery time. Employees should take advantage of the early registration discount.

8. **Cancellation Policy.**

When prepayments have been made for accommodations or conference registrations and unforeseen circumstances prevent an individual from traveling, the individual or school principal/department manager should promptly request a refund from the conference organization and also notify the Finance Department. If a refund is denied by the organization, then the principal or manager should make every attempt to send another individual to attend to the trip.

9. **Non-Reimbursable Expenses.**

- A. Loss of money or personal belongings.
- B. Personal expenses incurred during the travel.
- C. Expenses of spouse, child or traveling partner.

10. **Required Form.**

- A. In advance of the trip a Purchase Order along with the Approval for Conference Travel form should be signed by the budget manager and submitted to the Finance Department.
- B. Upon the employee's return from the trip, the employee should submit within five (5) days a Travel Expense Reimbursement Voucher and attach all applicable documents and receipts required for reimbursement. The budget manager should approve the employee's final request for reimbursement.

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