

Davis School District Policy and Procedures

Subject: 2HR-401 District Travel Policy for Employees, Officials, or Agents

Index: Human Resources

Revised: September 5, 2017

1. PURPOSE AND PHILOSOPHY

The purpose of this policy is to establish procedures for authorization of travel by Davis School District (District) employees, officials, or agents who may be required to travel in fulfilling their official duties or in attending seminars, conferences, or other professional or educational activities benefitting the District.

2. APPLICABILITY

2.1. This policy applies to:

2.1.1. Conferences, conventions, and District business events which charge registration fees and are held within the District, within the state of Utah, or outside the state of Utah.

2.1.2. All District employees, officials, or agents who travel on District related business, regardless of which District entity funds the travel expense.

2.2. This policy does not apply to:

2.2.1. Those who act as supervisors and chaperons for students participating in an extended travel experience. Such travel is subject to the guidelines set forth in District policy *5S-203 Student Travel and Transportation/Field Trips*.

2.2.2. Presenters who are hired to travel to Davis School District to train employees on District premises. Purchase orders are to be used to retain the services of such presenters.

3. GENERAL POLICY INFORMATION

It is the general intent of the Board of Education of Davis School District (Board) to fund or reimburse employees, officials, or agents for actual travel expenses which are approved through the District travel request process. Travel expenses related to pre-allocated budget allowances will be reimbursed up to the amount of the budget allotment. Reimbursements enumerated in this policy are intended to pay for job-related employee, official, or agent expenses only.

3.1. This policy applies to all employees, officials, or agents travel to conferences, conventions, and travel undertaken for execution of District business. This includes, but is not limited to:

3.1.1. travel requiring an overnight stay;

3.1.2. conventions and conferences when no overnight stay is required; and

3.1.3. events held within the District boundaries which are conducted by a person or entity other than District.

3.2. Travelers are responsible for making their own travel arrangements and, in cases where air transportation is used, must secure two price quote for air travel. These quotes are to be forwarded to the District travel coordinator in Accounts Payable along with a brochure detailing the conference registration fee amount, dates, location, and other information incident to the conference.

3.3. Checks will begin to be issued after the business administrator gives computer system approval and the conference offering brochure is received by the District travel coordinator in Accounts Payable. The travel coordinator will use a check issuance timetable which will provide funding for each travel designation on the dates required for

successful conference attendance.

- 3.4. This travel policy does not permit employees', officials', or agents' family members, friends or other travel companions to take trips which are funded or processed in anyway by District funds. All travel expenses of family members, friends, or other travel companions must be paid directly from the personal financial resources of the employee, official, or agent without being intermingled with District financial transactions.

4. TRAVEL REQUEST PROCESS

- 4.1. All travel will be requested and approved through the computerized District travel request process.
- 4.2. If individual school monies will be used to fund an employee's, official's, or agent's travel, the travel must be requested and approved through the District travel request process. The school budget funding the request will be the general ledger account recorded on the travel request.
- 4.3. Use the following account object numbers when requesting travel:
 - 4.3.1. In-state travel — use account #582
 - 4.3.2. Out-of-state travel — use account #583If the required account combination is not available, call the District Accounting Office.
- 4.4. Do not make any travel reservations that cannot be cancelled until final approval of the travel request has been received from the business administrator and District travel coordinator.
- 4.5. All travel requests will be approved at a minimum by, the manager of the budget which is funding the travel, and the business administrator. Selected travel requests may require further approval. All approvals will be granted through the District travel request process.
- 4.6. Per diem, ground transfer, and mileage expenses will be reimbursed at rates dictated by the prevailing travel rate schedule provided to the District travel coordinator in Accounts Payable by the superintendency.
- 4.7. When conference expenses will be funded by an entity other than the District, the travel must still be requested and approved through the District travel request process. All travel related payments will be made by the District in accordance with this policy and the payment designations of the approved travel request. When the funding entity issues payment for the travel expenses, those payments are to be issued to the name of the Davis School District and sent to the District travel coordinator in Accounts Payable. The travel coordinator will reconcile the travel, noting the outside entity's payment, and forward the refund check to the District Accounting Department for deposit to the appropriate travel budget.
- 4.8. If a conference is offered by the District and the expenses related to the conference are paid for with funds for which the District is the fiscal agent (including schools) a travel request does not have to be submitted. In this instance, the person coordinating the conference for the District is to compile a list of District employees, officials, or agents attending the conference along with the associated fees. The listing of names and fees should be submitted to the District Accounting Department so journal transfers can be made.

5. PAYMENT OF TRAVEL EXPENSES

Travel expenses are to be paid as follows:

- 5.1. **District Card:** Only travel reservations and payments for registration, airfare, and hotel incurred by the cardholder can be made with the District card. It is preferable, that employees make their travel reservations and pay their travel expenses with their authorized District card. With approval of the budget manager to which the travel expenses will be charged, District employees authorized to hold a District card may use their cards to make travel arrangements and pay travel expenses on behalf of other District employees. Per diem and ground transfer payments are not to be made with the District card. Checks for per diem and ground transfer will be issued to the traveler approximately two (2) weeks prior to the date of travel.
- 5.2. **If the traveler does not have a District Card and their supervisor will not travel with them or does not hold a District card:** At the time the travel request is submitted, the request should indicate that registration, airfare, and hotel payments are to be paid by check to the traveler (claimee). Checks for registration and airfare will be issued as soon as the travel request is approved. Checks for hotel expenses, per diem, and ground transfers will be issued to the traveler approximately two (2) weeks before the conference.
- 5.3. Purchase orders and claim reimbursements are not to be used to pay expenses related to conferences or workshops. Any purchase order or claim reimbursement created for the purpose of paying travel related expenses will be cancelled.

6. PER DIEM EXPENSES

- 6.1. Per diem expenses will be paid for all approved travel events which are outside the boundaries of Weber, Davis, or Salt Lake counties. Per diem expenses will not be paid by any District entity for conferences which are within the boundaries of those counties without prior approval from a school director or a member of the superintendency.
- 6.2. Per diem expenses are approved for all days a conference is in session and all additional travel days when approved through the travel request process.
- 6.3. A District card may not be used to pay per diem expenses.

7. AIR TRANSPORTATION

When air transportation is approved it shall be limited to air coach or tourist class. When special and reduced fares are available, they should be secured unless doing so will leave the District at risk because of the loss of insurance coverage or unduly open the District to the potential of financial damage.

8. GROUND TRANSFER ALLOWANCE

- 8.1. When air transportation is approved, a ground transfer allowance is provided for taxi or van service, and parking of personal vehicles at transportation terminals.
- 8.2. A District card may not be used to pay ground transfer expenses.

9. RENTAL CARS

- 9.1. Rental cars are not allowed without prior approval from a school director or member of

the superintendency. All request for rental cars must be included in the District travel request.

- 9.2. When rental cars are approved:
 - 9.2.1. The State Travel Office should be the primary source to reserve vehicles for District travel needs;
 - 9.2.2. Only actual documented expenses will be funded or reimbursed by the District.

10. HOTEL ACCOMMODATIONS

- 10.1. Hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes.
- 10.2. Travelers shall secure hotel accommodations at a daily rate which is reasonable for the area.
- 10.3. A traveler may elect to stay with friends or relatives or use personal abodes, campers, or trailers instead of staying in a hotel. When using these kinds of overnight accommodations, the traveler will request and receive approval for alternative lodging and associated expenses prior to approval of the travel request.
- 10.4. Hotel accommodations will be funded only once per conference.
 - 10.4.1. Hotel designation payments will not be paid when hotel accommodations are included as a portion of the conference fees.
 - 10.4.2. If a traveler receives a prepayment check for hotel expenses and they or another District employee, official, or agent pays the charges with a District travel card, the prepayment check amount must be refunded to the District.
- 10.5. Hotel expenses will not be paid by any District entity for conferences which are within the boundaries of Weber, Davis, or Salt Lake counties without prior approval from a member of the superintendency.
- 10.6. Only hotel room expenses and applicable taxes will be paid by the District. Internet charges, phone charges, room service charges, parking charges for non-approved rental cars, etc., will not be reimbursed to the traveler from District or school funds. When a District card is used to pay such charges those costs must be refunded to the District from the traveler's personal funds.

11. MILEAGE REIMBURSEMENT

- 11.1. **Travel Within Weber, Davis, or Salt Lake County**

When travelers are approved through the Travel Request Process to drive personal vehicles to a conference which is within the boundaries of Weber, Davis, or Salt Lake counties, reimbursement is allowed for all round trip miles for each day the traveler is approved to attend the conference.
- 11.2. **Travel Outside of Weber, Davis, or Salt Lake County**

When travelers are approved through the Travel Request Process to drive personal vehicles to a conference which is outside the boundaries of Weber, Davis, or Salt Lake counties, the total mileage reimbursement will be an amount which will not exceed the cost of airfare, had it been available and used. When airfare is less than mileage reimbursement, travelers are encouraged to arrange air transportation.

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- 11.3. Mileage is calculated from the District's Farmington office to the destination and back. Reimbursement will be made using the [Travel Distance Table](#) mileage calculations at the prevailing per-mile reimbursement rate set by the superintendency.
- 11.4. District travelers driving District owned vehicles to conferences will not receive mileage reimbursement. These travelers are expected to arrange to use a District gas card for fuel and other vehicle expenses incident to the conference travel. When exceptional circumstances require a traveler to expend personal funds for District vehicle operational expenses, the travelers will be reimbursed upon presentation of valid expenditure documentation which has been approved by the director who approved the conference travel.
- 11.5. Mileage reimbursements will be paid prior to conference travel.

12. EXCESSIVE CHARGES

The District will not fund any travel expenses which are unrelated to the approved travel purpose. District travelers will be required to reimburse the District for travel charges which are unrelated to the travel purpose or which are determined to be excessive.

13. TRAVEL EXPENSE RECONCILIATIONS

- 13.1. All travel expense documentation is to be submitted to the District travel coordinator in Accounts Payable for reconciliation purposes within fifteen (15) days following the conclusion of the conference.
- 13.2. If the District is due to be reimbursed by a traveler, the traveler is expected to include the reimbursement payment with the documentation materials when they are forwarded to the District travel coordinator in Accounts Payable.
- 13.3. If the traveler is due to be reimbursed by the District, that amount will be paid within fourteen (14) days of receiving valid and reconciling travel documentation materials.
- 13.4. If a traveler fails to document travel expenditures or make reimbursement to the District for unapproved travel expenses within thirty (30) days of the conference ending date, the District reserves the right to deduct the undocumented expenditure amounts and/or the reimbursement amount from the traveler's salary compensation payments without additional notice.

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DEFINITIONS

“**Airfare**” is defined as the costs incurred by a District employee, official or agent to obtain common air carrier transportation services in order to participate in approved conferences or conduct District business.

“**Car rental**” is defined as use of a non-personal, non-district owned vehicle, for which a rental charge is imposed for use of the vehicle.

“**District card**” means a purchasing instrument provided by a financial institution designated and approved by the Superintendent’s Office.

“**District vehicle transportation**” is defined as use of a district-owned vehicle to attend an approved conference or convention or to execute District business.

“**Ground transfer**” is defined as the costs related to transporting a traveler to and from airports or transportation terminals, whether by private or public carrier and the costs of parking private vehicles at transportation terminals.

“**Hotel accommodation**” is defined as the costs of providing overnight lodging incident to an approved travel event.

“**Mileage reimbursement**” is defined as the reimbursement for costs incurred by a District traveler to transport themselves and/or others in a personal vehicle, other than a rental car or District vehicle, to an approved conference or convention or to execute District business.

“**Per diem**” is defined as a daily allowance paid to an employee, official or agent to cover expenses while working away from home.

“**Registration**” is defined as a fee paid or reimbursed by the District which registers an employee, official or agent to attend a conference or event sponsored by another private or public entity.

“**Travel**” is defined as using ground, sea, or air transportation to attend a conference or convention or to execute District business which is related to a traveler’s work assignment yet is outside the customary work routine and away from the regular work assignment prescribed by the traveler’s regular contract or work assignment. Travel to such events may or may not require overnight lodging.

“**Travel rate schedule**” is defined as a schedule, maintained by the District Accounts Payable Office and approved by the superintendency, which delineates reimbursement rates for, but not limited to, per diem, mileage reimbursement, and ground transfer.

DOCUMENT HISTORY:

Adopted: January 4, 2005

Revised: February 20, 2007 – Section 5 Payment of Travel Expenses – allows supervisor to use their card to make travel arrangements and pay travel expenses on behalf of employee that does not hold a travel card.

Revised: October 5, 2010 – As part of a five-year review, including a reorganization of the Table of Contents, policy was renumbered from 2HR-117 to 2HR-401. Added language that District will not cover internet, phone, room service or parking charges for non-approved rental car. Removed Distance Table replaced with link to this information on the AP website. Changed number of days (from 30 to 15) traveler has to document travel expenditures or make reimbursement to District for unapproved travel expenses.

Revised: September 1, 2015 - Removed requirement to get a quote for airfare through the State Travel Office. No longer provides any additional benefit. Changed within/outside 100 miles travel to within/outside Weber, Davis, or Salt Lake counties. Made stylistic changes.

Revised: September 5, 2017- Removed “travel” card. District no longer uses a travel and purchasing card, only have one card.