



FREMONT UNION HIGH SCHOOL DISTRICT REIMBURSABLE EMPLOYEE EXPENSES

Please be sure to read all of the following information prior to attending a conference. Reimbursement shall be obtained by filing a Conference Expense Reimbursement form no later than 30 days after attending conference.

A. REGISTRATION

1. Payments made in accordance with this section must be supported by documentation or original receipts.

B. LODGING AND MEALS

1. Lodging cost shall not exceed charges at the single occupancy rate. An itemized receipt for lodging expense must be submitted with the reimbursement claim. **No other receipt will be accepted--i.e. credit card receipt or monthly statements.**
2. If lodging is shared with another employee, each will be reimbursed only for his/her share of the charges.
3. When the cost of meals is included in a registration fee of a meeting, conference or convention, those amounts will be reimbursed at their stated costs.
4. Payments for meals, including tips, shall be reimbursed at no more than \$45.00 per day.

All meal expenses incurred shall be paid for each completed 24 hours of travel, beginning with the employee's time of departure.

On the day you begin or end your business travel you can claim 1/4 of the \$45.00 rate for each 6-hour quarter of the day during any part of which you are either traveling or away from home.

C. TRANSPORTATION

1. Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, private vehicles and other usual means of conveyance. Claims for reimbursement must be supported by receipts provided by the commercial carrier.

The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the district.

2. Transportation to and from residences to the commercial carrier terminal, if by private vehicle, shall be reimbursed at the established mileage rate.

3. Transportation to and from the commercial carrier terminal at the conference or meeting location to a hotel, by bus, taxi, or whatever is most practical will be reimbursed.
4. Transportation by bus, taxi, or whatever is most practical to get from meeting to meeting or from hotel to meeting locations will be reimbursed.
5. When attending a conference or meeting to which the employee has traveled by commercial carrier, the employee may rent an automobile at the carrier terminal for local transportation when the rental has been authorized in advance. The cost of the car rental, which shall be the most economical available. Purchase of collision damage coverage insurance is not authorized and will not be reimbursed.
6. District staff shall not pilot or charter personal or private aircraft, when traveling within the scope of their employment.
7. Reimbursement for travel by private vehicle shall not exceed the lowest commercial air fare.
8. Other transportation-related expenses which are directly associated with conference or meeting attendance and reasonably incurred will be reimbursed. Allowable expenses include parking fees; bridge, highway, and tunnel tolls; and fares for streetcars, shuttles, ferries, taxis, helicopters, buses and subways. All transportation-related expenses claimed must be authenticated by receipts.
9. District vehicles are available to help fulfill the transportation needs of instructional, professional and instructional off-campus travel, subject to the following:
 - a. Requests for use of district vehicles must be approved by the appropriate administrator. It is essential that the date, time of departure and return to the district be indicated on the request before it is submitted for approval.
 - b. All drivers of district vehicles must be at least 21

years of age and have a valid California drivers license.

D. USE OF A PRIVATE CAR

Reimbursement for business mileage shall be at the prevailing IRS standard rate and is subject to the following stipulations:

1. Mileage shall be calculated as the distance from the employee's regular work location to his/her business destination(s) and return to his/her regular work location.
2. If the employee does not arrive at his/her regular work location prior to his/her business trip in any one day, he/she shall deduct from total accrued mileage:
 - the distance from his/her home to the first business destination or
 - the distance from his/her home to the regular work location, whichever is less.
3. If the employee proceeds from his/her last business destination directly to home, he/she shall deduct from total accrued mileage:
 - the distance from his/her last destination to home or
 - the distance from his/her regular work location to home, whichever is less.
4. If two or more employees share a vehicle, only one employee shall be reimbursed for mileage expense at the established business mileage rate.
5. Transportation-related expenses which are directly associated with business mileage and reasonably incurred will be reimbursed. Allowable expenses include parking fees, bridge, highway and tunnel tolls when the employee is using his/her personal vehicle. Other allowable expenses, such as fares for streetcars, shuttles, ferries, taxis, helicopters and subways, will be reimbursed when circumstances prohibit continuous use of the employee's personal vehicle beyond a certain point. All claimed transportation-related expenses must be authenticated by receipts.

E. MISCELLANEOUS EXPENSES

Miscellaneous travel expenses essential to the transaction of official district business are reimbursable to the employee, when reasonably incurred and submitted with valid receipts. Allowable expenses

include:

1. Conference materials, postage, and reproduction costs.
2. Reimbursement for telephone and communications expenses for conducting district business.
3. Expenses for non-district personnel must be justified in advance in terms of direct benefit to the District.

F. NON-REIMBURSABLE EXPENSES

Certain travel expenses are considered personal expenses and not essential to official business. Such non-reimbursable expenditures include:

1. Entertainment expense, radio or television rental and other items of similar nature.
2. Transportation to or from places of entertainment and similar facilities.
3. Conference-arranged leisure tours or personal side trip expenses.
4. Personal telephone calls.
5. Individual membership dues or fees.
6. Traffic or parking citations while using a private or district vehicle.
7. Expenses for spouses or dependents are not allowed.

**FOR COMPLETE INFORMATION, PLEASE SEE
ADMINISTRATIVE REGULATION 4131.3**

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