



Financial Management

7450F

2020 Overnight or Out-of-State Travel Authorization Request
Prior Approval is Required

Employee's Request:

Form with 9 numbered sections for employee request details including Name, School/Dept, Position, Conference/Workshop/Other, Purpose, Other Staff Attending, Departure/Return Dates, Substitute Required, and Funding Source.

Table with 2 columns: Item and Estimated Amount. Rows include Registration, Lodging, Transportation, Mileage, Miscellaneous Expense, Substitute Cost, and Meal Per Diem (Breakfast, Lunch, Dinner) with In-State and Out-of-State rates.

\* Use current IRS mileage rate to compute cost of mileage if using personal vehicle.
\*\* Use current daily rate of pay for substitutes.
\*\*\* Do not claim per diem rate if the meals are included in the registration fee.

Requester's Signature \_\_\_\_\_ Date \_\_\_\_\_

Required District Authorization: See page 2

Approved [ ] Denied [ ] Administrator \_\_\_\_\_ Date \_\_\_\_\_

Additional Budget Approval Signature (if applicable)

Approved [ ] Denied [ ] Administrator \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Approval Needed for Out-Of-Country Travel:

Approved [ ] Denied [ ] Superintendent/Designee \_\_\_\_\_ Date \_\_\_\_\_

Board Approval Needed: [ ] Yes [ ] No Date Approved \_\_\_\_\_

## Approval

**Regional Assistant Superintendents, Chief Financial Officer, Chief of Operations, Deputy Superintendent or Superintendent approve travel unless specifically allowed in the applicable Collective Bargaining Agreement.** Approval is required prior to making arrangements for non-routine travel (meals, lodging, registration, substitutes, and other expenses). Routine daily travel, mileage, non-taxable meals and other expenses (parking, tolls) which are incurred in performance of employment-required duties, is reimbursable. Mileage to and from work will not be reimbursed. Overnight, out-of-state, and other travel requires prior administrative approval. Out-of-country travel, excluding British Columbia, Canada, requires prior Board approval. Approval must be obtained using this Overnight or Out-of-State Travel Authorization Request Form, (7450 F). This form must be kept on file by the administrator authorizing the travel for three (3) years.

## Travel Limitations

All travel shall be limited by budgetary appropriations. If it is known in advance of departure that there may not be money to reimburse an employee, he/she may be required to personally underwrite all or part of his/her travel expenses as a condition for authorization to travel.

## Expense Claims

Claims for travel expense reimbursement must be filed with the supervisor and the person exercising budget approval on the Travel and Expense Reimbursement Claim Form (S300-17), accompanied by required receipts after the event (which will then be forwarded to Business Services for processing).

## Hotel or Motel

Destination must be more than 50 miles away from closer of home/work location. Reimbursement for lodging is limited to the reasonable actual costs. Lodging rates approved will be at a reasonable priced hotel/motel; conference rates are preferred. Receipts are required.

## Registration

Registration for conferences and workshops may be prepaid by the district if the travel has been approved. If claiming reimbursement for employee paid registration, receipts are required.

## Meals for Overnight Travel

- Meals must qualify as non-taxable by the Internal Revenue Service under the following:
  - Meals shall be reimbursed on the per diem allowance in effect at the time of travel. Receipts are not required. A copy of the conference registration and agenda is required.
  - Reimbursement will not be authorized when an employee does not incur expenses for meals because they were provided as part of the registration.
  - Per diem allowance is based on per meal and includes tax and gratuity.
- If overnight lodging is not authorized, meals cannot be claimed (per diem or actual cost).

## Miscellaneous Expenses

- Purchase of Materials: Tapes, books, etc., purchased at a seminar/conference may be reimbursed with a receipt.
- Telephone Calls: Calls to the district office, business calls, and one call home per day (when traveling) are reimbursable. Receipts are required.
- Receipts: Receipts are required for all miscellaneous expenses except for gratuities, day parking, transit fares, ferry fares, road tolls, taxi fares, and shuttle fares.
- Gratuities: Gratuities, not exceeding customary percentages, for baggage handling, hotel/motel services, or travel will be reimbursed when claimed under miscellaneous expense; receipts are not required.

## Transportation

**Private Vehicle** – Reimbursement for private vehicle mileage will be at the rate allowed by the Internal Revenue Service. Employees attending a conference may choose to drive their personal vehicle in lieu of flying and can be reimbursed for the actual mileage, not to exceed the cost of an airline ticket plus projected ground transportation.

**Commercial** – Commercial travel (airlines, train or bus) should be at the lowest fare available or coach class. The employee may arrange for his/her own travel and secure reimbursement from the district provided prior approval has been secured. The Purchasing Department will, upon request, arrange for commercial transportation tickets. Expenses for a Saturday night layover will be reimbursed in order to take advantage of a less expensive airfare provided the cost of the airfare is greater than the added night's stay.

**Rental Car** – Employees may rent a car when it would be less costly and substantially more convenient than any other available means of commercial transportation. An economy or compact car is suggested. A receipt is required.

## Non-Reimbursed

Meals not associated with an overnight stay or not served during a business meeting will not be reimbursed. Alcoholic beverages (including non-alcoholic beer and wine) are not reimbursable. Expenses for spouse, personal items, postage, or movie rentals will not be reimbursed. Expenses will not be reimbursed without required receipts. If a conference registration includes meals, i.e., banquet dinner, reimbursement for a dinner claimed for the same evening will not be honored. Lodging expenses for pre-departure night at the airport (in the case of an early flight) will not be reimbursed.