



Kings Canyon Unified Travel Policy

The Kings Canyon Unified School District Board of Trustees authorizes payment for actual and necessary travel and conference expenses incurred by District employees performing approved business on behalf of the District (Board Policy/Administrative Regulations 3350). Associated travel and conference expenses are reimbursed according to the following guidelines.

CONFERENCE REQUEST FORM

Prior to travel, each employee **MUST** obtain approval from their supervisor and complete a Conference Request Form for all overnight travel. Cabinet must approve all in-state travel. All staff and student out of state travel must be approved through the Governing Board.

REGISTRATION

Registration should be made far enough in advance to take advantage of all available discounts and approval process.

TRANSPORTATION

Employees should arrange the most economical means of transportation available, consistent with the circumstances such as carpooling. When requesting a District vehicle, priority will be given to students first. There will be occasions when employees will need to use their own vehicle and request a gas card. If travel is more than 200 miles round trip, you must check out a gas card. Mileage will not be reimbursed.

1. **DISTRICT GAS CARD:** Employees have an option to check out a gas credit card through the Transportation Department for travel outside the District area.
2. **PRIVATE AUTOMOBILE MILEAGE:** Mileage will be reimbursed at the current IRS rate per mile. When two or more claimants travel in one automobile, the mileage will be allowed to one claimant only. Carpooling is encouraged for all travel.
3. **AIR AND SURFACE TRAVEL:** Plane, bus or train costs shall be reimbursed at coach rates for the most direct route and must be approved by Cabinet.
4. **TAXI AND SHUTTLE:** Expenses, when necessary, will be reimbursed at actual costs. Best efforts should be made to minimize tip to no more than 15%. Original receipts must be attached to the claim form.
5. **CAR RENTAL:** Car rental arrangements are made through the Transportation Department and must be approved by Cabinet in the travel request.
6. **PARKING:** Parking will be reimbursed at actual cost. Original receipts must be attached to the claim form.
7. **TOLLS:** Bridge tolls will be reimbursed at actual cost. If available, receipts must be attached to the claim form.

MEAL EXPENSE

For overnight travel, meals are reimbursed for actual allowable expense. Receipts are required for reimbursement. If you return home before 6 p.m., dinner is not allowed.

Allowable meal rate is from GSA.gov website https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=CA&fiscal_year=2019&zip=&city=
Scroll down to the MEALS & INCIDENTAL (M&IE) Breakdown section and find the county in which your conference took place. Best efforts should be made to minimize tip to no more than 15%.

LODGING

Lodging will normally be provided at the hotel where the meeting or conference is held provided the cost is reasonable within our maximum allowed cost of \$175. Approval for over the \$175 must be obtained in advance through the travel request. When possible employees should make best efforts to make the most economical lodging arrangements within reasonable distance from the meeting/conference location. Employees will be responsible for any personal expenses billed to the room (i.e., in room movie rentals). For example, if a conference starts at 8am on a Monday and ends at 5pm on Wednesday, it is reasonable for an employee to arrive Sunday and depart on Wednesday at conclusion of conference.

USE OF DISTRICT CREDIT CARD

Any conference or travel expenditures paid via district credit card (US Bank Cal Card) must be in accordance with KCUSD travel policies. If any expenditure is ultimately disallowed, the employee will be responsible for reimbursing the district for the disallowed amount.

CLAIMS MUST BE SUBMITTED TO ACCOUNTS PAYABLE WITHIN 30 DAYS FROM THE TIME OF THE EXPENSE. PLEASE NOTE YOU MUST PROVIDE DETAILS OF THE CONFERENCE ATTENDED, INCLUDING AGENDA, DATES, LOCATION, AND ALL APPLICABLE RECEIPTS. CONTACT ACCOUNTS PAYABLE AT 305-7010.