

Date Adopted: 12/15/1986	File Number: Detroit Lakes Policy - 491
Date Revised: 01/10/2000; 12/08/2008; 03/08/2010; 08/14/2017	

## 491 - STAFF TRAVEL

### **GENERAL PROCEDURES**

This policy applies to all staff on the payroll of District #22 and those individual authorized by school board action to be compensated for mileage or other travel costs in the conduct of school district business.

Prior approval (authorization) must be granted in writing (electronic time off request or other means) by the individual's supervisor and the superintendent or designee prior to the actual incurrence of expenses and shall be subject to funds allocated for these purposes in the budget. Exceptions will be made to this condition providing the travel request bears written approval by the superintendent.

Each claim for expenses for travel shall be certified by the claimant's signature that the expense is just and correct and that no part has been paid by District #22.

The supervisor's (or other appointed authority's) signature on the claimant's expense report for payment for such expenses will be considered evidence of approval of each expense item.

Travel advances will be authorized by the superintendent or Business Manager from the Contingency Fund. Advances will be allowed for the full cost of lodging and commercial transportation. District #22 personnel shall submit supportive documentation for reimbursement of allowance for hotel/motel accommodations and commercial transportation. There will be no advances for mileage or meals.

Receipts will be required for certain expenses to be reimbursed. These includes receipts for parking fees, registration costs, hotel/motel accommodations, meals, car rental, and incidental supply costs incurred while performing the duties for the school. Costs for bus, taxi, or mileage do not require a receipt, but must be documented on the expense report stating dates as well as to/from destination.

All expense reports to be reimbursed will be submitted with receipts (as required above) and forwarded to the business office in a timely fashion. Such reports will be signed and dated by the supervisor prior to submission to the business office.

The procedure for travel reimbursement should follow the following steps: 1) Budget for the expense, 2) Obtain budget approval, 3) Submit request for travel, 4) Authorization by supervisor and superintendent or designee, 5) Travel advance and/or reservation of district vehicle, 6) Travel as planned, 7) Submit expense report with receipts to supervisor, 8) Submit expense report with receipts to business office, 9) Expenses reimbursed to claimant.

### **INSURANCE**

It shall be the responsibility of the employee to immediately notify the Business Office of an accident involving an employee, regardless of whether a district-owned vehicle is used.

When using a personal vehicle it shall be the responsibility of the employee to maintain and be able to furnish proof of adequate automobile liability insurance at least in the minimum amounts prescribed by law.

### **AUTOMOBILE LEASING/RENTAL**

District #22 will reimburse a claimant for car leasing/rental expenses, when a district vehicle, taxi, or bus is not possible, and the use of rental car or other common carrier is the best or least expensive method of transportation.

The type of vehicle rented must be appropriate for its intended use.

District #22 will reimburse user of costs of car rental to include the cost of insurance.

### **USE OF DISTRICT-OWNED VEHICLES**

District personnel may utilize district-owned or leased vehicles, when available, when travel is required to conduct school business. Vehicles are to be reserved by calling the Transportation/Business Office and arranging for district vehicle and credit cards. A mileage log and pretrip inspection is provided in each vehicle and must be completed by the vehicle operator for each use. It is the responsibility of the person to whom the vehicle is assigned that the vehicle is refueled and clean after use. Report any and all vehicle malfunctions immediately to the Transportation/Business Office so that they are remedied.

### **USE OF PRIVATELY-OWNED VEHICLES**

District #22 will reimburse district personnel for use of their personal vehicle up to the rate consistent with Board Policy and IRS rules and regulations governing tax exempt travel reimbursement.

The use of a privately-owned vehicle shall be approved in advance by the supervisor or the superintendent or designee for mileage incurred to be reimbursable.

The reimbursement for use of a privately-owned vehicle described in this section shall not allow additional reimbursement for cost incurred in the operation of any vehicle other than mileage rates as set forth, except that parking and toll expenses may be reimbursed. Traffic tickets, damage to a privately-owned vehicle, repair work, gas and oil, and other incidental costs attributable to the operation of the vehicle shall not be the responsibility of the school district.

The school district has hired vehicle and non-owned vehicle insurance to indemnify the district in the event of an accident involving a staff member using the employee's personal vehicle. However, employees using their own vehicle for school approved travel have "primary" legal responsibility in the event of an accident resulting in property damage or injury to passengers. In the event of an accident, worker's compensation may have some responsibility for employee only, but not students or non-employees who are passengers. Minnesota uses the no-fault law for automobile insurance. It is the employee's responsibility to review the adequacy of the limits of their personal automobile insurance coverage. This District does not allow transporting students in privately owned vehicles except in the case of an emergency.

### **AIR TRAVEL AND COMMERCIAL TRANSPORTATION**

District employees may travel either in-state or out-of-state by commercial carrier when authorized in advance by the school board or the superintendent. Air transportation shall be by coach class except in those

instances when unavailable. District employees may elect to fly via the local airlines to the metro area, but the reimbursement for said travel shall not exceed the comparative cost of said trip using school district vehicle and allowance for meals and hotel accommodations and take into consideration all the other related expense of travel requests.

**MEALS**

District #22 employees may claim reimbursement up to the actual amount paid for meals including tax and gratuities, when on approved travel, but shall not exceed the reimbursement rate established by the district including tax and gratuities. Any exceptions to the meal allowance must be approved by the supervisor and superintendent. Receipts shall be required to document the actual meal expense and shall be attached to the report of travel expenses.

An employee on travel status between the employee's work station and a field assignment may claim reimbursement for meals under the following circumstances.

- A. Breakfast: providing the employee leaves home before 7:00 a.m. and is away from home residence, or acting as the official school representative to a school district interest, when meetings are held in Detroit Lakes.
- B. Noon Meal: employee may be reimbursed for noon meals, if the employee is on travel status outside the school district boundaries after 11:00 and not scheduled to return before 1:00 in the afternoon or acting as the official school representative to a school district interest, when meetings are held in Detroit Lakes.
- C. Dinner: providing such employee returns home after 7:00 p.m. or acting as the official school representative to a school district interest, when meetings are held in Detroit Lakes.

The District shall reimburse the employee up to the actual cost of meals limited to the amounts listed below for meals including tax and gratuities.

MEALS	BREAKFAST	NOON	DINNER
	\$11.00	\$12.00	\$21.00

The District shall reimburse an employee the actual cost (not subject to the limits above) for official breakfast, luncheon, or dinner banquet meeting and the cost of registration fee as may be required as part of an official function. A receipt shall be attached to the report of travel expenses to document the actual cost of the banquet.

**HOTEL/MOTEL LODGING**

When selecting lodging accommodations, employees shall use good judgment and consider the cost of hotel/motel accommodations and obtain approval from their supervisor prior to booking the lodging. District #22 personnel shall submit supportive documentation for reimbursement of hotel and motel accommodations. Choice of accommodations should be made in good judgment in regards to what is reasonable and consistent with what facilities are available. Receipts are required for all lodging claims to be reimbursed.

SEE MSBA-491.FM (Excel document)

**REPORT OF TRAVEL EXPENSES**

From: \_\_\_\_\_ To: \_\_\_\_\_  
 (Date) (Date)

Employee: \_\_\_\_\_ Building Assigned: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

State Purpose of Travel:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date	Where Traveled		Method of Travel	Number of Miles	Amount
	From	To			

Code \_\_\_\_\_ -3 6 7 Total Travel Reimbursement: \_\_\_\_\_

Date	Receipt Number	Location	Expenses				Misc	Amount
			Bkft	Lunch	Dinner	Lodging		

Mileage carried from above: \_\_\_\_\_  
**TOTALS:** \_\_\_\_\_

I certify that the above itemized statement of mileage and travel expense is true and correctly sets forth the mileage traveled, and dates when and how traveled and the purpose thereof.

\_\_\_\_\_  
 Employee Position

\_\_\_\_\_  
 Principal Date

**NOTE:** No claim shall be paid until a full itemized statement has been furnished. All expenses, other than bus, taxi, or mileage of \$1.00 or more, to be reimbursed shall have a receipt and shall show the place, date, and for which expenses the money was paid. PLEASE submit all claims for reimbursement as promptly as possible. (SEE REVERSE SIDE)

## EXCERPTS FROM STAFF TRAVEL POLICY MILEAGE - MEALS - HOTEL/MOTEL

**USE OF PRIVATELY-OWNED VEHICLES:**

District #22 will reimburse district personnel for use of their personal vehicle up to the rate consistent with Board Policy and IRS rules and regulations governing tax exempt travel reimbursement. (\$.56 per mile – effective 1/1/2014)

The use of a privately-owned vehicle shall be approved in advance by the supervisor or the superintendent or designee for mileage incurred to be reimbursable.

The reimbursement for use of a privately-owned vehicle described in this section shall not allow additional reimbursement for cost incurred in the operation of any vehicle other than mileage rates as set forth, except that parking and toll expenses may be reimbursed. Traffic tickets, damage to a privately-owned vehicle, repair work, gas and oil, and other incidental costs attributable to the operation of the vehicle shall not be the responsibility of the school district.

**MEALS:** District #22 employees may claim reimbursement up to the actual amount paid for meals including tax and gratuities, when on approved travel, but shall not exceed the reimbursement rate established by the district including tax and gratuities. Any exceptions to the meal allowance must be approved by the supervisor and superintendent. Receipts shall be required to document the actual meal expense and shall be attached to the report of travel expenses.

An employee on travel status between the employee's work station and a field assignment may claim reimbursement for meals under the following circumstances.

- A. Breakfast: providing the employee leaves home before 7:00 a.m. and is away from home residence, or acting as the official school representative to a school district interest, when meetings are held in Detroit Lakes.
- B. Noon Meal: employee may be reimbursed for noon meals, if the employee is on travel status outside the school district boundaries after 11:00 and not scheduled to return before 1:00 in the afternoon or acting as the official school representative to a school district interest, when meetings are held in Detroit Lakes.
- C. Dinner: providing such employee returns home after 7:00 p.m. or acting as the official school representative to a school district interest, when meetings are held in Detroit Lakes.

The district shall reimburse the employee up to the actual cost of meals limited to the amount listed below for meals including tax and gratuities.

MEALS	BREAKFAST	NOON	DINNER
	<del>\$9.00</del> <b>\$11.00</b>	<del>\$11.00</del> <b>\$12.00</b>	<del>\$19.00</del> <b>\$21.00</b>

The district shall reimburse employee the actual cost (not subject to the limits above) for official breakfast, luncheon, or dinner banquet meeting and the cost of registration fee as may be required as part of an official function. A receipt shall be attached to the report of travel expenses to document the actual cost of the banquet.

**HOTEL/MOTEL LODGING**

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