

TRAVEL REIMBURSEMENT

Travel Requests

Travel requests must have prior approval of the employee's immediate supervisor or, if applicable, the ASB authorized officers. The immediate supervisor must determine whether the travel, workshop, or conference relates to that staff member's individual job goals or professional responsibility, the building or district goals, or authorized ASB activity. Once approved, submit a travel request form to the appropriate budget administrator if the budget administrator is different from the immediate supervisor. All out-of-state travel, other than to the Portland, Oregon area, must have prior approval by the Board of Directors.

Reimbursement for Use of Private Vehicles

Employees, such as itinerant staff, required to use their private vehicle for in-district travel may receive blanket approval from their supervisor for the school year and should submit their claims at least quarterly. Other mileage claims must be submitted monthly and shall include dates of travel, starting and ending points, and mileage. When more than one employee is attending the same activity, shared transportation is encouraged. When private vehicles are used for out-of-state travel and standard airfare is less costly than mileage (including travel to and from airports), airfare will be paid in lieu of private vehicle mileage. Mileage will be reimbursed at the current rate established by the Federal Government. (*Contact the Business office at 874-2020 for the current rate*).

Reimbursement for Lodging

Selection of lodging should be at a convenient, moderately reasonable rate within the travel area and authorized by the employee's immediate supervisor. Identification of lodging site and rates should be included on the travel request form along with three quotes for the location or a copy of the lodging rates provided by the conference. Unusually excessive lodging claims will not be approved. Additional charges for anyone other than the authorized employee or chaperone, personal telephone calls, and other unnecessary room charges shall not be claimed or reimbursed. It is recommended that lodging be secured by either an authorized purchase order, an authorized purchasing card, or by submitting a request to use the district credit card to reserve the lodging. Reimbursement for approved lodging will be made to individuals, when verified by an itemized hotel or motel receipt, at the single room rate. Cancellation of guaranteed rooms is the responsibility of the traveler and must be made early enough to avoid a no-show charge. If two or more employees share a room, a copy of the receipt must be submitted by each individual employee showing each employee's share of the cost.

Reimbursement for Meals

Meal expenses will be reimbursed when the employee is required to be away from the District on authorized overnight travel. Meal charges may be reimbursed at the current per-diem rate based on Federal Per Diem rates at time of travel. The claim for mail per-diem reimbursement for the first and last days of travel must be pro-rated using a percentage, based on the time of travel and

prior approval of the employee's immediate supervisor. The per-diem rates include the tip. Receipts are not required for meals. The IRS Federal Per Diem rate information is available on the Internet at <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd01.html> or contact the business office @ 874-7020 for the current rates.

Registration Fees

Purchase orders will be used for registration fees when acceptable. Receipts are required for registration fees when paid directly by the employee. Costs of entertainment, even though offered as an option in the registration, are not reimbursable.

Other Reimbursable Charges

- Rental vehicle only if deemed necessary and approved by immediate supervisor (mid-size or compact only, *no luxury size vehicles authorized*).
- Ferry, parking, airporter, taxi, or similar charges (A receipt is required if available)
- Baggage assistance not to exceed \$2 per piece of luggage or a total cost of \$10 per trip
- One daily personal telephone call home when necessary
- District-related telephone calls
- Telephone access fee

Non-reimbursable Expenses

- Expenses for anyone other than claimant
- Alcoholic beverages
- Personal care services, postage, and laundry services
- Mileage to and from home for normal workdays
- Mileage for school election promotions and other nonofficial school functions
- Entertainment
- Parking or traffic violation tickets
- Personal side trips
- Meals which are paid for as a part of a registration fee

Associated Student Body Travel

Due to the complexity of arranging for an ASB function, some travel guidelines are different. As well as the above referenced authorizations, student body travel also requires specific approval by the student body. This approval needs to be documented in the meeting minutes and all costs of the trip identified, including the cost of a substitute. Funds need to be identified to cover all of the expenses related to the student travel and approved by the applicable principal of the school. Because students and chaperones frequently share meals together, itemized receipts are required for ASB meals. When the travel will include payment for student and chaperone meals, the advisor/coach should check out a procurement card to pay for the cost of authorized meals. Advisors/coaches are discouraged from their children traveling with ASB local or non-local events unless the children are a member of the traveling team, class or ASB club. Spouses of employees may accompany the employee as a volunteer chaperone after spouses have had a background check. Occasionally, the advisor will need to provide for emergency expenses associated with a student during travel. These occasional expenses should be itemized with receipts and submitted to the student body and applicable principal for approval with the reimbursement claim.

Prior to Submitting Claim for Reimbursement

- All information required on the claim form is completed
- Form is signed by the claimant
- Reimbursement claim is approved by the immediate supervisor or budget administrator, whichever is applicable

Completed claim forms are to be submitted to the Business Office within (5) five days of completion of travel. Incidental travel/mileage forms need to be submitted monthly.