

## **Travel Expenses**

The Governing Board shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

Mileage payments shall be based on existing Federal Internal Revenue Service allowances.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel for which reimbursement will be claimed shall have prior Superintendent approval.

All international travel for which reimbursement will be claimed shall have prior Board approval.

The Business Office has a conference form that provides guidelines and ensures there is a system of checks and balances in place. The request form for district related expenses shall be submitted to the business office with appropriate receipts and appropriate signatures prior to reimbursement being issued.

**Legal Reference:**

**EDUCATION CODE**

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

# Administrative Regulation

## Travel Expenses

AR 3350  
Operations

## Business and Noninstructional

The major focus of conference content must be directly related to Board Goals, needs addressed in the school or district plans, or directly related to funding program intent and goals.

The conference shall be related to the primary or major portion of the staff member's assignment, advisory committees are of concern or to the furtherance of Board Goals or needs addressed in school or district plans. The number of persons attending the conferences or activity shall be reasonable, based on the format of the conference, the type of information to be obtained and disseminated and the availability of funds.

The justification statement must be on the request and a conference brochure must be attached.

The term "conference" as used in the preceding paragraphs, includes any meeting, convention or other gathering which an individual will attend outside of Oxnard Union High School District, and which necessitates an absence from regular duties in the district.

### Meals

Reimbursement shall be based on actual and necessary meal costs. If a meal is not purchased, no amount may be claimed. If the actual cost is less than the approved meal limitations, only the actual amount may be claimed. If the meal exceeds the limitation, the employee has the option to claim up to the limited amount, or claim the entire amount by attaching a statement of justification approved by authorized district personnel. Gratuities may be paid if the total payment of the meal and gratuity does not exceed the limit for meal reimbursement. Original itemized receipts from the vendor must be presented for reimbursement for the employee only. ***No school district, county board of education, or county superintendent of schools shall expend any public funds on the purchase of alcoholic beverages. California Ed. Code 32435(a).***

Reimbursement for meals will be:

Breakfast	\$12.00	Lunch	\$18.00	Dinner	\$25.00
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When attending an overnight conference where meal(s) are part of the registration package, the daily allowance will be reduced by that meal. For example, if a continental breakfast and lunch are included in the overnight conference price only the dinner allowance will be available for meal reimbursement.

Breakfast, lunch and dinner will be provided for overnight travel. Allowed meals on the travel day to and from a conference will be prorated.

Lunch will be reimbursed for full day travel which means leaving from your home in the morning to attend a full day meeting or conference and returning to your home that same evening, as long as lunch is not included in the conference or meeting that you are attending.

## **Lodging**

Lodging expense may either be paid by the employee or prepaid by the district. Reservations must be made by the employee. An itemized reservation showing the date(s) and room rate must be presented as support to mail a check to the hotel. If paid by the employee, an actual itemized bill showing paid in full can be presented for reimbursement.

Overnight stay is allowed if the conference destination is either 50 miles away or two hours of travel time. Receipts for hotel rooms must be submitted to Accounts Payable after the conference, even if prepayment has been made.

## **Transportation**

Mileage for an employee driving their personal vehicle to a conference or meeting is computed by leaving either the employee's home or workplace, whichever is most advantageous to the district. The reimbursement rate is equal to the IRS reimbursement rate at the time of travel. The distance claimed must be supported by an authorized web based mileage calculator such as Mapquest, Google Maps, or the equivalent.

If many employees are attending the same meeting or conference, the district encourages carpooling.

Travel must be by the least expensive mode-not the most convenient. The conference or training activity should be the one in closest proximity (in the event there is a choice of location).

The use of rental cars must be pre-approved by the Superintendent (or designee).

If an employee uses a district vehicle no mileage is reimbursed.

## **Disallowances**

The following expenditures are not reimbursable:

- ◆ Personal expenses such as laundry, entertainment, side trips and/or tours and valet service.
- ◆ Individual membership fees in professional organizations.
- ◆ Expenses of family members or other unauthorized nonemployees.
- ◆ Supplies, books or kits from a meeting without prior approval on a conference request.
- ◆ Registration or tuition fees when credit is earned or given.
- ◆ Unidentified miscellaneous items.