

## Travel & Expense Reimbursement Procedures/Reminders

Please keep the following things in mind before you travel and when you submit expense reimbursements for travel:

- All travel must be conducted in the most expeditious and cost-effective manner, as determined by the District.
- All travel must be requested and approved in advance on the District form at least ten (10) business days prior to travel.
- All out-of-state travel requires prior approval by the Superintendent.
- Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business. Meals include amounts spent for food, beverage (non-alcoholic only), taxes and related gratuities and are limited to the IRS rate for each approved meal purchased, and for the city you're in. There is no reimbursement for meals if the conference or hotel provides them. There is no reimbursement for "snacks" or items outside regular meals, including bottled water or coffee. Meals for one-day travel are not reimbursed.
- Itemized receipts for all expenses must be secured and attached to the claim for reimbursement. Your receipts must be itemized, dated, and show the actual expense. It is not enough to provide a credit card receipt with the total charges. We need to see a breakdown of the individual charges for what was purchased.
- Gratuities must not exceed twenty percent (20%) and must be included as a part of the receipt. Gratuities in excess of twenty percent (20%) are the responsibility of the employee and will not be reimbursed by the district.
- Daily expenses for each meal cannot exceed the IRS rates for the city you are in, including the tax and tip. If your meal exceeds the IRS rate, you will be responsible for paying the difference. You can find the IRS rates, by city, at [www.gsa.gov](http://www.gsa.gov)
- Mileage for approved district business travel will be reimbursed at the current IRS rate. Multiple employees attending the same conference will be required to carpool.
- Mileage is calculated to the destination from your home or work, whichever is closer.
- Submit all reimbursement requests within ten (10) days of the conclusion of the trip.
- ALL expense reimbursements are processed as Direct Deposit.

This is a summary of board policy DLC and DLC-AR relating to travel procedures and reimbursements. If the policy is not followed, portions of your reimbursements will be denied and you will be personally responsible for these costs.